



VPSHS ATTENDANCE POLICY

At Victoria Point State High School students are required to attend school on every day that it is open, unless otherwise advised. Student absence adversely affects the educational engagement and achievement for students. The school must account for every absence of every student and record the attendance data in *Daymap*. All students who are absent from school must provide a letter, a note or a phone call from their parent or caregiver explaining the reason for the absence. A medical certificate or appointment card for specialists may be provided in order for the absence to not have an impact on the student's approved attendance rate.

The information which follows is designed to clarify aspects of attendance including:

- Acceptable and unacceptable reasons for absence.
- Responsibilities as a parent/caregiver.
- School procedures for following up student absences.
- School procedures for following up student lateness.

REASONS FOR STUDENT ABSENCE

The school is responsible for monitoring student absence and accountable for establishing and recording the reason for student absence. This information is recorded in the school's *Daymap* data system and Education Queensland's OneSchool system.

Acceptable reasons for student absences include:

- Sickness
- Danger of being affected by an infectious or contagious disease
- Temporary or permanent infirmity
- Unavoidable and sufficient cause, e.g. - bereavement within the family or of a close friend; or family trauma.
- Attending a school organised activity, e.g. excursion, camp, work experience, sporting event, cultural event

Examples of unacceptable reasons for absence are:

- Truancy
- Leisure activities, such as shopping expeditions with or without caregiver
- Family arrangements, such as helping at home or at parent/caregiver's place of work
- Part-time or casual work, including travel to and from such work
- Appointments which could be made out of school hours, including driving lessons/tests, interviews

REASONS FOR STUDENT LATENESS

The school is also responsible for monitoring student lateness and accountable for establishing and recording the reason for student lateness. This information is recorded in the school's *Daymap* data system and Education Queensland's OneSchool system.

Examples of acceptable reasons for lateness are:

- Transport difficulties on the way to school
- Other unavoidable family and personal reasons, as advised.

Examples of unacceptable reasons for lateness are:

- Truancy
- Sleeping in
- No reason provided
- Appointments which could have been made out of school hours, including driving lesson/test, interview
- Other avoidable and insufficient reasons

NOTE: Lateness on compassionate grounds, e.g. family trauma, will be followed up by a member of the Wellbeing Team for the sake of the welfare of students. In these cases infringements will not be given.