Toowoomba State High School expects fulltime attendance by students so that the best learning may be delivered. Regular attendance and punctuality are behaviours that are encouraged as they are valued by the community and prepare students for the work environment.

TARGETS
- To promote 100% attendance at school to increase life choices and provide opportunities for higher achievement, and
- To build a strong culture of shared responsibility for student attendance between students, parents/care, teachers, support team and the administration team.

OUR BELIEFS: THE BENEFITS OF EXCELLENT SCHOOL ATTENDANCE
- Full participation in school optimises life choices;
- There is a strong link between regular attendance and higher levels of achievement;
- Through regular attendance the life skills of self-discipline, punctuality and organization significantly improve;
- Attending regularly leads to stronger friendships that can be maintained over time.
- The higher the attendance, the greater the understanding of learning and satisfaction about being at school; and
- Being away from school can place a student in unsafe situations.

Expectation
Under the Education (General Provisions) Act 2006, and as outlined in departmental policy, a parent/carer of a child of compulsory school age is obliged to ensure that their child attends school on every school day for the educational program in which he/she is enrolled. A parent/carer of a young person in the compulsory participation phase is obliged to ensure that the young person is participating full-time in an eligible option.

Toowoomba State High School expects students to attend school every day unless illness or a serious family emergency occurs. The school expects that families make every effort to schedule appointments, family activities/vacations outside of school hours and/or during school vacation time.

General Procedures:
- As a general rule, the expects at least a 90% attendance rate for all students
- For students in Years 11 & 12, the Queensland Curriculum & Assessment Authority mandates fulltime attendance in order to fulfil course requirements
- All students arriving and/or departing the school other than at the normal school times are required to sign in via the school office. A written explanation – note from parent/carer stating the reason, or phone call, is required
- The school will notify parents/caregivers via SMS message if a student is absent from school or late to school, if prior notification is not received.
- It is both appreciated and expected that the student’s parent/carer provides an explanation that indicates the reason for an absence from school
- It is the student’s responsibility to offer an explanation on or before (if absence is known in advance) or on the day immediately following the absence. Alternatively, a 24 hour phone line is available for the notification of absences
- If an explanation is not forthcoming within 3 days of the return from absence then the absence will be deemed unauthorised
- Students with a pattern of unauthorised absences, and/or lateness or poor attendance – the Dean of School/DP/Principal may discuss with students and parents, the situation and determine a course of action to resolve attendance issues
Students nominating for leadership positions must have at least a 90% attendance rate. Students with less than a 90% attendance rate may put at risk their eligibility:
  o to participate in School ceremonies such as Formals and Graduation
  o to participate in School socials and award days
  o to participate in Interschool sport and representative sport
  o to receive scholarship endorsement
  o to receive/maintain Platinum, Gold or Silver level recognition

Poor attendance of senior students has the potential to lead to cancellation of enrolment

**Independent living students** (no carer responsible for them)

In a Term, these students may have up to 3 days absent with an explanation from themselves stating the reason/s. Absences in excess of these 3 days will require a medical certificate. If this is not forthcoming **within 3 days** of the absence then the absence will be deemed unauthorised.

### Celebration of excellent attendance rates:

The school community celebrates successes at both the individual and whole school level. Students who achieve attendance targets may be invited to attend celebration events like school socials, end of year excursions and the senior formal and wear the senior jersey.

### INTERVENTION

Toowoomba State High School has a pastoral care team to support students’ social and emotional needs. Support personnel include: Guidance Officer, School Nurse, Community Education Counsellor, Youth Support Coordinator, School based Police Officer. This team take a case management approach ensuring that students are supported by the most appropriate person.

The school will also liaise with a number of external agencies including the Regional Youth Support Coordinator of Education Queensland, Department of Child Safety, the Police Service, and Lifeline etc to support young people who are not attending school regularly.

Students with chronic absence will have an Absence Intervention Record completed.

### Monitoring Attendance: Traffic Lights

<table>
<thead>
<tr>
<th>Level</th>
<th>Attendance Level</th>
<th>Possible School Administration Response</th>
</tr>
</thead>
</table>
| 0 ![Triangle Warning] | 0-50%            | • Parent/School Contact
  • Individualised attendance improvement program
  • No reporting or N.E.E.
  • Flexible Plan developed
  • Referral to DETE Regional office
  • Enforcement of attendance processes |
| 1 ![Red Light]        | 51-84%           | • Engagement Officer contact
  • Parent/School Contract
  • Individualised attendance improvement program
  • Flexible Plan considered
  • Referral to DETE Regional office
  • Enforcement of attendance processes |
| 2 ![Yellow Light]     | 85-89%           | • Head of School/YC case management
  • Targeted student monitoring
  • Parent feedback and daily contact |
| 3 ![Green Light]      | 90-94%           | • Target Range
  • Eligible for non-compulsory events |
| 4 ![Green Light]      | 95-100%          | • Recognition, reward |