

ATTENDANCE POLICY

Girrawheen Senior High School is committed to providing all our students with a quality education. An important aspect of that education is their attendance which has a significant bearing on academic success. Regular attendance, as described by the Department of Education, is classified as 90%.

The Education Act requires that all students attend school daily until the end of the year that the student turns 17. A record of daily attendance must be kept in a class register. The register is a legal document and may be required to be produced in court.

Year 10 students who are in the top classes must maintain a 90% or above attendance rate to remain in this pathway. Year 11 students must meet a minimum of 90% attendance rate to be eligible to progress to Year 12. All Year 11 and Year 12 students whose attendance falls below 90% are at risk of losing their enrolment as per the 'Good Standing Policy'.

Girrawheen Senior High School recognises the students who have an excellent attendance record by offering the following rewards:

- a) Students who have 90% attendance or above are entered into the draw to win a cash voucher.
- b) All students who have a 90% attendance rate for the year go into the draw for a major prize (eg double sized cash voucher).
- c) Students who have 90% attendance or above are rewarded at intervals throughout the year.

ABSENCES

All absences for part or all day must be covered by a **written explanation from the parent or guardian**. These notes must be dated and specify the reasons for the absence/s. They should be brought to school by the student returning from a period of absence. Parents may also visit the school or telephone Dean of Studies/Team Leader to explain absences. The Dean of Studies will attempt to ring each morning if a student is absent. If absences remain unexplained a computer generated letter will be sent home each month.

Prolonged Absence:

Where a student may be absent for a prolonged period of time the parents should contact the school as soon as possible. Homework can be arranged if the absence is expected to be a week or longer. Parents should contact the school. At least three days notice must be given to enable work to be organised.

Leaving the school grounds:

No student is permitted to leave the school grounds without first **signing out** at the Student Services Desk. Students must provide a note from a parent/guardian.

Truancy:

Truancy is illegal and students who truant are referred to the School Welfare Officer from the North Metropolitan Regional Office. Police patrols often return truanting students to school or to their parents at work. Concerns are held by the Community that truants may be involved in criminal activities.

Lateness to School:

Students coming late to school must **sign in** at the Student Services Desk. Students who arrive late to school without a reasonable explanation **will receive detention**. Sleeping in is **not** an acceptable excuse for lateness. Students who arrive at school after 10:00am are considered to have a half day absence. This must be explained by a note from parents.

Lateness to Class: No student is to be admitted late to class without a late note from the Student Services desk which has been signed by their Year Leader/Dean of Studies.

COMPULSORY SCHOOL LEAVING AGE (RETENTION & PARTICIPATION POLICY)

Introduction:

Under this policy it is now compulsory for all students to be participating in education and training until the end of the year that they turn 17. This means that the vast majority of our students will remain at school until the end of Year 12.

Training:

For some students, however, the training that they receive will not be at this school. It can be at another educational institution, a State Training Provider or as a part of paid employment. Consequently, some students will choose to leave this school. If this happens they must arrange the paperwork through the Dean of Studies.

Non-Attendance:

Those students who remain enrolled with us, but do not attend regularly may be referred to a Participation Co-ordinator who will assist them into further training or employment.

Expectations:

It remains the policy of the Senior School to expect high standards in the following from all students:

- (a) Academic achievement and effort
- (b) Behaviour
- (c) Attendance and punctuality.

All students need to **maintain a good record** with respect to the above or we reserve the right to stop attendance at "reward" activities like the School Ball or the River Cruise. For further details refer the school's Good Standing Policy.