

KHHS ATTENDANCE POLICY

Rationale: The School Attendance Policy is a vital part of the school's Student Welfare Policy. Consistent attendance is an important factor in each student's development, enabling them to become responsible, contributing members of society.

The Education Act 1990 requires the parents of children of compulsory school age (6-17 years old) to enrol them at a government school or registered non-government school or to register them with the Board of Studies for TAFE or home schooling.

The Act also requires parents to ensure the regular attendance of their children at school. It is an offence for parents to fail to meet these obligations unless extenuating circumstances exist (e.g. illness or accident). Parents convicted of this offence may be fined up to \$11, 000 for each offence. Since January 2010, students are required to complete Year 10 and continue participating in education until they turn 17.

In recognising that school is not a suitable environment for all students, the government does allow students at the completion of year 10 studies to participate in approved education or training (e.g. TAFE, traineeship, apprenticeship) or full-time paid employment (average 25 hours/week), or home schooling where appropriate. Senior Executive, Careers staff and parents work closely to develop suitable paths for individuals. It is also possible for Year 10 students to enrol in full-time TAFE.

Homeroom roll marking occurs daily at Killarney Heights High School and class rolls are also marked by each teacher in every lesson. In the case of student absence, a note / medical certificate explaining the nature of the absence, needs to be submitted to the Administration Office Attendance Officer, (A Block), upon the student's return. This needs to occur within seven days of the student's return to school for the absence to be justified.

If a student is absent from Homeroom, an SMS message is generated to the parent or guardian. Parents are asked to phone the school to discuss any issues. Any unexplained absence will automatically generate a letter home if not explained within seven days of the absence. Unexplained lateness and absences that are not explained within seven days will appear on the school report.

Incidents of truancy may lead to parents or guardians being contacted by a class teacher, faculty Head Teacher or Deputy Principal. Students who are found to have truanted classes are issued with appropriate consequences according to the school 'Discipline System'.

In cases of consistent absences, for students under the age of 17, the Home School Liaison Officer may be notified and make contact with the students during school hours. Police have the right to direct students back to school in school hours if they are offsite without an appropriate 'Leave Pass'.

School leave pass

If a student is required to leave school early, they must submit a note signed by their parent/guardian to the Administration Attendance Officer (Attendance Window, A Block) before period 1 commences. Approval is sought from the Deputy Principal for the student to leave early. This is communicated to teachers via the daily attendance information. Before leaving the school premises the student must collect the 'School Leave Pass' from the office. If returning to school before the normal completion of day the student must sign-in at the A Block Office before returning to class. Parental assistance in making appointments outside of school hours is greatly appreciated.

Certificate of exemption

Parents/guardians who seek permission for student absence for a period more than five days should request an 'Application for Extended Leave' from the Principal well in advance.

In a small number of cases a 'Certificate of Exemption' may be granted by the Principal in accordance with the Education Act and NSW Department of Education School Attendance Policy.

Poor attendance may impact negatively on the student's ability to demonstrate achievement of learning outcomes. International students are required to attend 80% or more of their classes for each course of study. This is a condition of their student visa issued by the Australian Government. If the attendance percentage is not met, their visa can be cancelled.

School lateness

Where students are late to school for any reason, they are required to report to the Administration Office, sign in and receive a late pass that must be completed by parents/carers and returned within seven days.

Where students are consistently late, parents are informed by letter in the final weeks of each term. Students may also be warned and receive varied consequences for continued lateness. It is the responsibility of all students to attend school on time and to attend all scheduled lessons.