

Attendance at Proserpine State High School

Parent Guide



PROSERPINE
STATE HIGH SCHOOL

Information regarding student absences

Full Day

Parents/Carers must notify the school and provide an explanation of a student absence **by 9.00am** on the day of the absence.

The priority for notification is:

1. **SZ APP** – Select the 'Absentee' Icon and enter all relevant information
2. **PHONE CALL** – 07 4945 0160 – provide student name, year level date and reason for absence
3. **REPLY TEXT MESSAGE** – Reply to previous Proserpine State High School attendance text message

If the school has not been notified of your student's absence by 9.00am, you will receive a text message by 10:00am. If you receive a text message, reply to the message providing reason for absence. If no response to that text message is received, the student absence will remain as 'unexplained'. Student attendance data will be impacted and school attendance processes will follow. See Proserpine State High School Attendance Policy for more information.

3 or more days

If a student is likely to be absent for more than three days, parents/carers are to notify Proserpine State High School, stating the student's name, year level, dates of absence, and the reason for the absence.

A **medical certificate** (where applicable - see Assessment Policy) can be emailed to principal@proserpineshs.eq.edu.au or a hard copy taken to the Attendance Officer at the Administration Building.

In some circumstances, an exemption from schooling may be appropriate. Where an exemption is approved, a student maintains their enrolment despite extended non-attendance. Parents/carers are encouraged to contact the Principal or Principal's delegate to discuss extended non-attendance.

Late Arrival

Any student that arrives after 8:55am must present to the Administration Office before presenting to their timetabled lesson. Reason for late arrival must be communicated from the parent/carer. You can report student late arrivals via the following:

- SZ App
- Phone call to 07 4945 0160

A "late pass" will be issued to the student prior to attending any class. Late arrivals without communication from parents/carers are deemed non-approved. In this instance, parents/carers will receive a text message seeking explanation of late arrival. Non-approved notes or failure to present parent/carer communication may result in disciplinary action.

Deputy Principal (respective year level) monitors late arrivals. Consistent late arrivals that impact engagement with school process may result in intervention and support and/or consequences as per the Proserpine State High School Student Code of Conduct.

Early Departure

To minimise disruption to learning time, it is important that this information is **communicated prior to 8:45am that day**. Parent/carers are to communicate reason for early departure via either of the following:

- SZ App
- Phone call to 07 4945 0160
- Signed, dated note from parent/carer noting the reason for early departure.

The sign out notification must specify the following:

- The specific reason for signing out (doctors, dentist, etc.).
- The time and date that you need to sign out of school.

Notes will be approved by Administration Officer. A leave request slip is issued to the student. At time of departure, students are to present leave request slip to classroom teacher. Student then reports to the Administration Office to be issued a leave pass, prior to leaving the school grounds.

Non-approved notes and absences may lead to consequences as per the Proserpine State High School Student Code of Conduct.

Deputy Principal (relevant year level) monitors early departures. Administration Officers or Year Level Coordinators may contact home to query the validity/frequency of appointments during school hours. Consistent early departures that impact engagement with school process may result in intervention and support and/or consequences as per the Proserpine State High School Student Code of Conduct.

Sick Bay

If your student becomes ill at school, they are to communicate with their classroom teacher or report to the Administration Office. Office staff will contact parent/carers. If students are sent home, they will be issued with a 'going home sick' pass from an Administration team member. If they return later in the day they will need to report to the Administration Office to sign back into school.

Holidays

What should I do if our family is going on a holiday in school time?

Regular school attendance is directly correlated to student academic success and wellbeing. Your child will achieve better when they go to school all day, every school day. You are encouraged not to schedule holidays during school time. If your family circumstances dictate that your student must attend a holiday during school time, please let the Attendance Officer know the absence dates at least two weeks prior to the holiday.

Email the details to the Attendance Officer via principal@proserpineshs.eq.edu.au.

Parents/Carers should also consider the Assessment Policy and Assessment Calendars for any potential impact on their student's assessment.

Celebrations of Attendance

At Proserpine State High School, we celebrate students who achieve 95% attendance or greater. These students have achieved the attendance benchmark. At the end of each term, these students are congratulated by receiving a parent/carer email and a free BBQ. In addition, students who achieve 100% attendance are awarded with a certificate on their respective year level parade and they enter a random prize draw each term. We also celebrate Care Group attendance, awarding a prize to every member of the Care Group that achieves the highest student attendance percentage at the end of each term.