



Attendance Policy

Clarkson Community High School recognises that students need to attend school on a regular basis to gain the maximum benefit from schooling in order to optimise their life opportunities. We work in line with Department of Education recommendations that for students to be provided with maximum learning opportunities, they must attend at least 90% of their schooling. Attendance lower than 90% shows significant impact and begins to place a student at academic risk. This can also begin to affect a students' social relationships and wellbeing.

Clarkson Community High School aims to work with students, families, and the community to promote and foster an environment where students feel safe, secure and motivated to attend and therefore, optimise opportunities to achieve their best.

As there is no requirement in the School Education Act 1999 for the reason to be provided in writing, schools must record all details when a parent or caregiver provides the school with a verbal reason, either in person or over the telephone/text, that the school believes is an acceptable reason in the context of the school.

MONITORING ATTENDANCE

Teachers are required to mark attendance within a reasonable time frame from the start of each lesson using COMPASS. Teachers to continue to update attendance records where necessary to include students that are late (L). If a student is at school but does not attend class, it may be considered Truancy.

Truancy is defined as:

- A deliberate absence initiated by a student with or without the knowledge or consent of their families and/or school staff.
- Occurs when a student misses a scheduled lesson/activity, regardless of whether they remain on school grounds, or when they return to school after an unauthorised departure.
- Assumed to have occurred when a student has attended school in the morning and then, without signing out of the school, has not attended some or all of their classes or scheduled activity.

All CCHS students are expected to be in class, on time, the whole time.

RECORDING ATTENDANCE

In line with the *Student Attendance in Public School Procedures*, CCHS will ensure accurate attendance records are kept of each student. Attendance records will be kept in electronic form for a period of seven years.

Daily text messages are sent to parents/guardians to notify of unexplained absence or marked absent from select periods of the day. Text messages will be sent at 10.00am, 11.20am and 2.00pm. Attendance letters are regularly sent home to inform families of their child's absences.

Students that have 100% attendance throughout the semester/year will be rewarded with a certificate at whole school assemblies. Students in the regular attendance category will participate in Good Standing events organised by Student Services.

EVERY DAY COUNTS

1 or 2 days a week doesn't seem much but ...

If you miss ...	That equals ...	Which is ...	And over 13 years of schooling that's ...
1 day a fortnight	20 days per year	4 weeks per year	Nearly 1½ years
1 day a week	40 days a year	8 weeks a year	Over 2½ years
2 days a week	80 days a year	16 weeks a year	Over 5 years
4 days a week	160 days a year	32 weeks a year	Nearly 10 years

How about 10 minutes late a day? Surely that won't affect my attendance

I only miss ...	That equals to	Which is ...	And over 13 years of Schooling that is ...
10 minutes a day	50 minutes a week	Nearly 1½ weeks a year	Nearly ½ a year
20 minutes a day	1 hour 40 minutes a week	Over 2¼ weeks a year	Nearly 1 full year
30 minutes a day	Half a day a week	4 weeks a year	Nearly 1½ years
1 hour a day	1 day a month	8 weeks a year	Over 2½ years

Remember there are 40 weeks of school a year

