



ALBANY CREEK STATE HIGH SCHOOL

Management of Senior Students

Attendance and Participation Policy

Every senior student enrolled at Albany Creek State High School is expected to behave in a mature and responsible manner in all aspects relating to their education and school involvement. Students should be respectful and dignified in their interactions and relationships with all members of the school community

The purpose of this Senior Student Attendance and participation policy is:

1. to provide students in Years 11 and 12 with clearly outlined attendance and participation expectations.
2. to promote a culture of achievement and personal responsibility amongst students
3. to ensure fairness to all students and integrity of the academic achievements (results) reported on the Senior Statement and the awarding of the QCE or QCIA.

In this school, as post-compulsory aged students, there is a clear expectation that all Year 11 and 12 students will

- **Work towards achieving success in all elements of their academic or learning program and the attainment of a senior certification qualification - the QCE or QCIA.**
- **Meet the learning requirements in classes or learning programs, all assessment requirements as well as appropriate participation in school activities.**

Students must participate in class activities and complete set work and all assessment tasks (assignments / tests / exams / projects etc) by the due date as outlined on the published school Assessment calendar and / or on the Task sheet (refer to the ASSESSMENT POLICY for further details).

Senior students are expected to be enrolled in six (6) subjects to be considered as full time students at Albany Creek State High School and to meet the requirements for Centre Link payments. Students who study in partnership with other Learning Providers or have approved individualised learning programs are considered for flexible arrangements on an individual case basis.

To confirm VET competencies and work place learning, students are expected to maintain and submit their Industry Placement Log Book for checking and signing by the appropriate supervisor.

- **Students are required to meet minimum attendance requirements. These requirements include no less than 80% attendance at school and in timetable periods for the subject throughout the school year. Extenuating circumstances will be considered if supported by appropriate documentation.**

This attendance includes all scheduled classes, school assemblies, organised school related activities as well as partnerships with other providers (eg TAFE, work experience).

Students who are absent from school and classes must present evidence for all absences including certificates for medical circumstances.

A student will not be regarded as absent from school if he / she is participating in an approved alternative school activity as specified:

- a. Excursions / Field Trips / Camps
- b. Sport - interschool, Regional, state or National competitions
- c. Work Experience, Musical, Dance or Drama rehearsals and performances
- d. Other approved school / educational activities.

These exceptions do not include illness (not supported by medical certificate), family holidays and other “personal” reasons or appointments. Such absences will be considered if and when it is necessary for the Principal to make any final decision and if normal attendance is satisfactory. Extenuating circumstances may apply – please contact the Principal.

Failure to meet these requirements and the student continues to demonstrate:

- Unexplained and / or unauthorised absences
- Persistent lateness to school
- Non completion or non submission of assessment

will result in the student’s school enrolment being reviewed and where appropriate, the cancellation of enrolment process will be activated

First stage – Advice of Non-compliance

The student’s behaviour in the school indicates continuing concerns of non-compliance or non-participation in the learning program. Parents and the student are required to meet with the Deputy Principal or Principal to discuss strategies for the student to improve. Guidance Officer and other support workers may assist. Student has a defined time period to show improvement and compliance with school expectations.

Second Stage– Show Cause

The student’s behaviour or participation in the learning program has not improved despite support from the school.

The student and their parent / guardian must attend an interview with the Principal to “show cause” as to why the student’s enrolment should not be cancelled. An action plan for improved behaviour and / or participation in the learning program must be completed and followed by the student.

Student has a defined time period to show improvement and compliance with school expectations and if successful, will revert to Stage 1

Third stage – Cancellation of Enrolment

The student has continued to fail to meet the requirements of the learning program and school expectations. The Principal cancels the student enrolment from this school.

Teacher Process

- STEP 1:** All students in Years 11/12 are provided with a copy of this policy at the beginning of each year.
- STEP 2:** Mark your class roll each lesson in ID Attend Monitor student attendance regularly and email HOD/YLC or Admin if you have any concerns about student attendance in your class.
- STEP 3:** Each week a report will be generated in ID Attend by the YLC to track explained and unexplained absences. If a student has 5 periods of unexplained absence in a subject during the semester you will be given a BLUE form to complete.
- STEP 4:** Submit blue form by the due date to the Deputy Principal Senior School for Year 11 students or to the Principal for Year 12 students. Admin will issue letters to student/parents.
- STEP 4:** Where UNEXPLAINED or UNAUTHORISED absences reach 10 or more in a semester, the YLC will refer this to teachers/admin for significant consequences as indicated within the Attendance and Participation Policy resulting in loss of credit for a semester in one or more subjects and/or cancellation of enrolment.



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Senior Student Attendance Check

This proforma is used to check the attendance records for students in Grades 11 and 12.

STUDENT NAME _____ **Roll Class** _____

Areas of Concern:
RETURN TO ADMIN BY

TEACHERS ACTION and COMMENT:

SUBJECT						
TEACHER						
Unexplained Absences						
Validation Yes or No						

Date _____

Progress in class (<i>detail</i>) - Class work and assignment completion
Teacher action and support (<i>detail</i>)
Special Provisions applied <input type="checkbox"/> Yes <input type="checkbox"/> No
Teacher signature:

ADMIN ACTION and COMMENT:

(Review performance, attendance and behaviour)
Deputy Principal / Principal
Date:
OUTCOME:

Loss of academic credit:

- Semester 1
 Semester 2
 Semester 3
 Semester 4

Cancellation of Enrolment:

- Stage 1
 Stage 2
 Stage 3

Notification: Student Parent HOD SDCS