



Aunty Agnes Shea

HIGH SCHOOL

WALKING TOGETHER, SHAPING TOMORROW

Attendance Procedure



Help for non-English speakers.

If you need help to understand the information in this policy, please contact Aunty Agnes Shea High School Front Office

02 61 424250

Purpose

The purpose of this procedure is to ensure the school community understands the important legal obligations of parents of children of compulsory education age and the requirement for them to be enrolled in a registered school and attend school on a full-time basis. The procedure also contains important information about processes in place to support, monitor and maintain student attendance.

At Aunty Agnes Shea High School everyday counts, as regular attendance helps students to:

- Develop a sense of belonging.
- Develop and maintain friendships.
- Be more engaged at school.
- Progress with their learning.
- Be more aware of career and life choices.

Student absences

Parents/carers are responsible for notifying the school. Listed below are the acceptable methods of notification:

- Parent Portal App.
- Response via SMS to the absence notification.
 - o Please note: the school cannot respond to SMS if you have a question regarding your child's attendance please call the school.

Late arrival

Students are expected to be at school from 8:55am each morning.

If a student arrives after 9:05am, they need to sign in at the student hub to receive a late note. Parents are expected to provide a reason for their child's late arrival. If a valid reason is not provided, their late arrival (absence) will be recorded as 'absent-unexplained'.

Leave early

If your child has appointments throughout the school day or required to leave early, please use the Parent Portal App.

Attendance procedures

If a student has **greater than three consecutive full days unexplained absences**, the CREW teacher will contact the parent to confirm the student's health, wellbeing and safety and the reason for their absence and offer support as required.

If a student has **seven or more unexplained non-consecutive days in a school year**, and contact cannot be made with the parent or they do not provide a reasonable explanation, the principal/delegate authority will commence non-attendance official procedures in consultation with the Education Directorate.

Following a **total of 10 days absent in a semester**, a medical certificate or supporting document is required. If no medical certificates or supporting documentation from a medical professional is received, all additional absences, following the 10 days will be marked as 'absence-unauthorised'.

Any associated contact and correspondence with parents in relation to attendance will be recorded on Sentral including the date, times, and associated details.

Where an explanation is deemed 'unauthorised' and is not considered to be a reasonable excuse, the parent will be notified by the principal/delegate authority and the absence will be recorded as 'unauthorised' or 'truancy'.

Authorised and unauthorised absences

What is an authorised absence?

An 'authorised' absence is an absence where a student is away from school grounds due to participation in an offsite curriculum program or activity organised by the school (e.g., excursion/camp or workplace learning) or where a parent/carer provides an explanation for an absence which is considered a reasonable excuse.

Principals have the delegated discretion to determine whether an excuse provided by the parent/carer is a reasonable excuse.

Examples of what a reasonable excuse is for the purposes of explaining an 'authorised' absence may include, amongst other considerations:

- Illness or medical issues, including recovery from major injury or medical condition (Following 10 days in a semester, a medical certificate is required)
- Medical and dental appointments, where out of hours appointments are not possible.
- Bereavement or attending a funeral of a relative or friend of the student (this includes attendance at Sorry Business)
- Religious or cultural observation.
- Family holidays where the parent notifies the school in **advance**.
- Attendance at court or other legal hearings or meetings associated with hearings.
- Participation in sanctioned debates, sports, musical or theatrical productions not directly arranged by the school.
- Participation in interstate, national, or international academic or sporting event or equivalent.

What is an 'unauthorised' explanation?

An absence where a parent/carer has provided an explanation which is considered unacceptable by the principal and/or does not align with examples of reasonable excuses detailed as above or in the ACT Education Directorate Attendance Procedures. In general, the following absences may be determined as 'unauthorised' explanation but are not limited to:

- Absences due to repeatedly running late or missing the bus.

- Too tired or slept in.
- Extended family holidays where it is determined the leave is not in the best interests of the child and the leave is not supported by the school.
- Extended periods of absences (>10 school days) where no evidence such as a medical certificate or statutory declaration can be provided.
- Regular occurrence of a pattern non-attendance, for example – always away on Mondays
- Absences that are not in accordance with the Education Directorate’s Attendance procedures and/or Aunty Agnes Shea High School’s Attendance Policy.

Contact details

Aunty Agnes Shea High School uses an SMS/email program that allows us to notify parents/carers efficiently. It is important to us that the data we use is always accurate. Please inform the school if your address or email changes

Name	Attendance Procedure (Simplified)
Current Version	August 2024
Date for review	August 2025
Sub-Program/Area	Student wellbeing

