

BORONIA HEIGHTS STATE SCHOOL

ATTENDANCE POLICY



1. Purpose

Boronia Heights State School is committed to ensuring every student achieves success through consistent attendance. Our school target is **95% attendance** for all students.

2. Legislative Context

This policy aligns with the **Education Queensland Roll Marking in Schools Policy**.

Parents and carers of children of compulsory school age have a legal obligation to ensure their child is enrolled and attending school or participating in an approved educational option.

3. Policy Statement

The school prioritizes accurate roll marking and proactive attendance monitoring to ensure student safety and wellbeing. Attendance is recorded **twice daily**—morning and afternoon—and unexplained absences are not permitted.

4. Attendance Expectations

- Students are expected to attend school every day unless there is a valid reason for absence.
 - Parents/carers must notify the school of any absence **on the day** and provide an explanation.
 - Holidays outside gazetted school holidays are **not considered acceptable absences**.
 - Students arriving after **9:00 AM** must report to the office for a **Late Slip**.
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5. Communication Procedures

- Parents/carers will receive an **SMS notification** if a student is marked absent in the morning session.
 - Responding to this message ensures the absence is explained.
 - Written notes must be provided within **two days** of the student's return if prior notification was not given.
 - Contact details (mobile number and email) must be kept up to date with the school office.
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6. Recognition and Support

- High attendance is encouraged and may be acknowledged through school programs.
 - Students with genuine difficulties (e.g., chronic illness) will be supported and not penalized by exclusion from non-curriculum events.
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7. Exemptions from Compulsory Schooling

Parents may apply for an exemption if a child cannot attend school for more than **10 consecutive school days** due to:

- Chronic illness
- Family upheaval
- Cultural or religious reasons

Application Process

- Discuss suitability of an exemption with the school.
- Complete an **Application for Exemption Form** and provide supporting documentation.
- The principal will assess the application and notify the outcome in writing.
- Exemptions may be granted for up to **12 months** and are subject to conditions.

8. Parent Responsibilities

To support optimal attendance:

- Notify the school promptly of absences.
- Limit absences to those absolutely necessary.
- Respond to SMS notifications immediately.
- Ensure contact details are current.

9. Further Information

For more details on student attendance requirements:

- Visit the **Department of Education** website.
- Contact the school office at **07 3802 6333**.