



ILLAWARRA SPORTS HIGH SCHOOL

Attendance Policy and Procedures

Parent/Carer Guide

These procedures relate to the implementation of the Department of Education School Attendance Policy

Attendance

Missing school means your child misses out on vital learning information and affects their ability to maintain good learning routines. This can result in a loss of confidence and missing out on forming vital friendships at school.

Attendance is recorded each day. As a parent or caregiver you are responsible for ensuring your child attends school every day, including sports days unless your child:

- has an unavoidable medical or dental appointment (preferably these should be made after school or during holidays) is required to attend a recognised religious holiday
- is required to attend an exceptional or urgent family circumstance (such as attending a funeral) is sick, or has an infectious illness.

Students need to attend school regularly to meet the course requirements of the ROSA and Higher School Certificate.

If you are having difficulty getting your child to attend school regularly, you might like to talk to your child's Year Advisor, Deputy Principal or our Head Teacher Attendance (Mr Colliss)

If your child has to be absent from school for any reason please explain the reason by written note as soon as possible, or within seven days.

Attendance Procedures at Illawarra Sports High School

Attendance is a major focus for ISHS. There are procedures that the teachers and parents/guardians need to follow in order for us to achieve success with our students.

Parental/Guardian Responsibilities

Signing Out

- A parent, guardian or emergency contact person can only sign out a student from ISHS.
- The person must be 18 years or over and nominated in writing to the school by parents/guardians.
- The parent, guardian, emergency contact or nominated person must come to the front office in person to sign the student out or provide an early Departure Note at the beginning of the day for their child to give to the Head Teacher Attendance (Mr Colliss) for an Early Departure slip.
- On sign out you must provide an acceptable reason to the school as to why the student needs to be signed out.

Late to School

- If your child is late to school, please provide a note with an acceptable reason for the lateness. Your child needs to give the note to their Deputy Principal who will sign them into school/record their attendance. Students who do not provide a note are issued with a detention

Whole Day Absence

A note to the front office must be provided from the parent/guardian on the day the student returns to school with an acceptable reason for their absence. All medical certificates must be attached. Absence notes are also provided for parents at the front office
What do parents/guardians include on the note?

- Name of student
- Year of student
- Date of absence
- Specific reason as to why the student was absent
- Parent/guardian signature
- Date of signature

School Responsibilities

- Roll call teachers will ask students for a note on their return from being absent.
- The school will issue the parent/guardian with a letter for students who are absent for 3 consecutive days.

Absence Note [click to view](#) if you require an absence note to explain your child's absence/s.

Requesting Extended Leave or Exemption from School Enrolment

Family holidays and travel

From the beginning of 2015, family holidays and travel are no longer considered under the *Exemption from School – Procedures*. Travel outside of vacation period is now counted as an absence for statistical purposes. If you plan to take your child out of school for an extended holiday, you need to complete an [Application for Extended Leave form](#) and give it to the principal with a copy of relevant travel documentation such as an e-ticket or itinerary. The principal will then issue a Certificate of Extended Leave – Travel and arrange for work to be provided for your child to complete. Parents are encouraged to take holidays with their child during school vacation periods.

Exemption from school due to participation in a full time apprenticeship or traineeship

Students in Year 10 who have been successful in gaining a full time apprenticeship or traineeship can apply for an Exemption from Enrolment at school from the school principal. This documentation is contained in the [Application for Exemption from Attendance/Enrolment at school form](#). The principal needs to photocopy and sign a full time apprenticeship or traineeship contract signed by the employer and a summary training plan authorized by the Registered Training Organisation. They will then issue a Certificate of Exemption from Attendance/Enrolment at school under Section 25 of the Education Act

Exemption from Attendance due to participation in elite sporting event

If your child is participating in a sport at national or international level and will be absent from school for training or to participate in an elite sport event or tour, you can apply to the principal for an exemption using the [Application for Exemption from Attendance/Enrolment at school form](#). A schedule of participation, training or tour itinerary from the sporting body (eg Australian Institute of Sport) must be attached with the contact names and numbers.

Exemption from School-Procedures (2015) [Policy](#)

Regular School Attendance

Regular School Attendance information sheet ([Click here to view](#)).

Compulsory School Attendance

Compulsory School Attendance [Policy for parents](#) .

Attendance throughout the school day

Attending all lessons is a major focus at ISHS. Teachers use PXP online roll marking to record each student's attendance at each lesson. Students who are caught truanting are issued with a class detention by the classroom teacher and placed on a GREEN class monitoring card. Further truancy in any class will result in referral to the Head Teacher in charge of that year group to be placed on YELLOW monitoring and an executive detention.

Strategies for Promoting Good Attendance

- The Head Teacher Attendance regularly sends home information highlighting both the value of attendance and incentives and the consequences of poor attendance. Students with excellent attendance are also recognized in the termly newsletters
- All students with very high attendance rates receive a certificate at termly merit assemblies and are offered a place at end of semester reward excursions
- The Head Teacher Attendance holds regular meetings with students and their parent/carers when their attendance statistics are a concern to create Student Attendance Action Plans.
- The Head Teacher Attendance and Home School Liaison Officer collaborate in resolving attendance issues for students at risk.
- An 'Attendance Focus Week' is held at least once per semester (two times a year) managed by the Head Teacher Attendance.

Activities for the week include:

Promotion of the Attendance week before it occurs during roll call, on assembly, through the school's Facebook website, on the school 'App' and in newsletters. Increased awareness of absenteeism by utilizing the 'Phone Intervention Program' for that week. Attendance newsletter to be sent home via mail which outlines the importance of attendance, school statistics and high achievers. Roll Call incentive competitions to be held in each year with winners to be given prizes at the end of the week. Statistics to be sent around at the end of each day to all classes indicating the best roll group attendees. Certificates to be handed out to the best attendees of each year on assembly.