



Attendance Strategy Policy

Connected - Thrive - Succeed

Parents will enable their child/ren enrolled at QHS to attend school daily. Students are expected to attend school every day on time and demonstrate punctuality in all classes and activities. This ensures students have access to all course work and can achieve their personal best in education. Staff are expected to mark all rolls accurately within the same session or at by the end of the same day if the rolls are marked manually.

Casual staff will complete all rolls on Sentral or manually and submit hardcopies to the Head Teacher.

- Parents will contact the school as soon as possible (within a maximum of 7 days) to explain and justify any partial or full day absence
- Parents will provide a note or phone call to justify any student's lateness to school on the same day
- Students will arrive at school between 8:30am and 9:00am and remain in the designated area before school
- Students are expected to remain at school from 9:00am to 3:20pm (including at recess and lunch).
- Students will arrive to all classes and activities on time
- Staff will model punctuality
- Staff will maintain accurate records

Note: students on approved leave or school business should not be penalised (in the way of loss of marks from assessment) for missing school work during this period. Similarly, students with principal approved leave must meet the school expectations of work to be completed in the agreed time.