

## Redcliffe SHS Truancy Policy

As stated in the Queensland Government's Department of Education website, all children should be enrolled at school and should attend every day. It is a parent's responsibility to ensure that their child attends school on every school day for the educational program in which they are enrolled. If a child is unable to attend school for any reason, including illness, it is essential for parents, guardians or caregivers to notify the school as soon as practical regarding the absence.

While at school, students are required to attend all classes on their timetable. This includes form class, afternoon sport (Period 4 Wednesday for 10-12 and Period 4 Thursday for 7-9), Independent Learning sessions (given to senior students in specific circumstances and named INL on their timetable) and any AIR sessions that students are referred to on a Friday from 1:30pm to 2:40pm. Failure to attend any classes while in attendance at school is considered truancy. If students leave for a valid reason, i.e. a medical appointment, a parent must give permission (signed note, indicated on Compass or presenting to the school in person) and the student must sign out via the office.

### Truancy Process:

#### Phase 1

*Student identified as truanting one or more periods in a day they were in attendance at school:*

- Text message sent via Compass to parents/guardians indicating the date, period(s) and subject(s) student was truant

#### Phase 2

*Student identified as truanting a second time:*

- Text message sent again to parents/guardians
- Head of Year (HOY) or year-level Head of Department (HOD) speaks to student and issues a warning

#### Phase 3

*Student identified as truanting after HOY or HOD warning:*

- Text message sent
- Referral to Deputy Principal (DP) for consequence, which may include suspension