



ATTENDANCE POLICY

Every Minute Counts

Rosewood State High School values teaching and learning and the following process facilitates minimal disruption to student learning. Phone calls will only be made to a classroom when it is an emergency situation. Parents/Carers who arrive during class time without prior arrangement will have to wait until the next scheduled break.

Student Absences

To inform the school of your child's absence, please make contact, by 8:45am on the day of absence, in one of the following ways:



studentabsences@rosewoodshs.eq.edu.au



5461 9466



Complete form on School Stream

In your message, please advise of your child's name the date of absence, the reason for absence and the expected duration of their absence.

Late Arrivals and Leave Passes

Late to school (arrived after 8:55am)

- Go to Student Wellbeing Centre
- Bring a note explaining your lateness or have your parent/carer come to Administration with you
- Sign in and receive a late pass

Need to leave school early:

- Complete early departure form on School Stream
- Student to bring a note signed by parent/carer
- Hand the note into Student Wellbeing by 8:40am and receive a Leave Request Pass
- Show Leave Request Pass to teacher at the beginning of the lesson and leave the class quietly at the pre-arranged time
- Wait at office until your parent/carer arrives at the Administration Office to collect student
- Staff will sign student out when they depart the school with the parent/carer



Strategies

At Rosewood State High School our engagement strategies aim to promote 100% attendance by:

- Engaging students through a quality curriculum designed to meet their individual needs
- Providing a supportive and positive environment through learning together where students are rewarded for their high attendance at school through:
 - Attendance celebrations – each term
 - 100% attendance celebration – each year
 - Recognition at whole-school parades
- Engaging an Attendance Officer, Year Level Coordinators and HOD of Student Services to analyse data and develop strategies toward improved outcomes
- Utilising a systematic monitoring and action process with clearly defined roles, responsibilities and time lines informed by data and linked to a strong action/review.

Attendance Matters





Roll Marking Procedures

Every day the roll is marked in Form Class and at the commencement of each lesson. If a student is not in attendance a text message is sent home to a parent/carer to notify of the absence.

School Timetable

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Form Class 8:50am-9:00am	Form Class 8:50am-9:00am Parade 9:00am-9:10am	Form Class 8:50am-9:00am	Form Class 8:50am-9:00am	Form Class 8:50am-9:00am
Lesson 1 9:00am-10:10am	Lesson 1 9:10am-10:10am	Lesson 1 9:00am-10:10am	Lesson 1 9:00am-10:10am	Lesson 1 9:00am-10:10am
Lesson 2 10:10am-11:20am	Lesson 2 10:10am-11:20am	Lesson 2 10:10am-11:20am	Lesson 2 10:10am-11:20am	Lesson 2 10:10am-11:20am
<u>1st Break</u> 11:20am-12:05pm	<u>1st Break</u> 11:20am-12:05pm	<u>1st Break</u> 11:20am-12:05pm	<u>1st Break</u> 11:20am-12:05pm	<u>1st Break</u> 11:20am-12:05pm
Lesson 3 12:05pm-1:15pm	Lesson 3 12:05pm-1:15pm	Lesson 3 12:05pm-1:15pm	Lesson 3 12:05pm-1:15pm	Lesson 3 12:05pm-1:15pm
<u>2nd Break</u> 1:15pm-1:45pm	<u>2nd Break</u> 1:15pm-1:45pm	<u>2nd Break</u> 1:15pm-1:45pm	<u>2nd Break</u> 1:15pm-1:45pm	<u>2nd Break</u> 1:15pm-1:45pm
Lesson 4 1:45pm-2:55pm	Lesson 4 1:45pm-2:55pm	Lesson 4 1:45pm-2:55pm	Lesson 4 1:45pm-2:55pm	Lesson 4 1:45pm-2:55pm