



Attendance Policy Quick Guide

School responsibilities

Mackay North SHS aim to work in partnership with parents and students to maximise student attendance.

Through the systems we have in place we aim to:

- identify absences quickly
- follow-up absences promptly
- send clear messages to students and parents that attendance is vital

| WHO | WHAT | WHEN |
|---|--|---|
| Home Group Teachers | ID Attend Monitor patterns in absences Promote Attendance policy Contact home (phone call/email) | Every morning Introductory contact (phone call/email/text message) home by end of week 3 Ongoing – concerns with students' attendance including lateness, patterns in absence |
| All teachers | ID Attend Electronic roll marking | Every lesson To be completed by 3.30 each day |
| Year Level Coordinators | Monitor attendance Promote the attendance policy including rewards for attendance Contact home (phone call/email) | JS and SS performance meetings Ongoing Ongoing |
| ID Attend administrator: <ul style="list-style-type: none">• Junior Hub Office Admin• Senior Hub Office Admin• Attendance Officer | Monitor students below 85% and above 70% 3 day absences ID Attend anomalies Text messages and justifications from parents | Ongoing Ongoing Ongoing Every day By lunch 1 each day |
| Student Services Team and Deputy Principals | Case Manage those students at risk (below 70% attendance), <ul style="list-style-type: none">• home visits• external agencies | Fortnightly Team meetings Recommendations from Year Cos/DPs |
| Deputy Principals | Enforcement of Attendance process | Ongoing absences – formal OneSchool process |

