

Biloela State High School

ATTENDANCE POLICY

Schooling at Biloela State High School is a full time occupation. School is a student's workplace.

- Students are expected to attend all timetabled classes each day.
- Students are expected to attend every school day in the year. **Every Day Counts!**
- Approved absences occur in circumstances beyond a student's control. These are:
 - Illness
 - Death or illness of a family member
 - Participation in sporting or cultural events/activities as a school, state or national representative and with approval from the Principal
 - Other circumstances approved by the Principal
- When a student is absent from school **PARENTS** should **PHONE** the Student Absence Line on 4992 8660 or email admin@biloelashs.eq.edu.au to notify school. A signed note can also be provided.
- For medical, dental and short term absences, a note signed by a parent or the appointment card is presented to the school office at the start of the day to gain permission to leave.
- In cases of extended illness a medical certificate is likely to be required for Years 11 and 12 students. Queensland Studies Authority (QSA) requires at least 80% attendance in order for students to receive credits for subjects.

Late Arrivals

Students who arrive late must report to the office on arrival:

- A note from a parent explaining the student's lateness should be provided.
- Students who arrive late without a note, or valid reason, will have a lunch time detention.
- Students who are late for classes during the day will make up time, under the supervision of their teacher.
- Students are not allowed to go home for lunch or leave the school grounds during the day.