



HRHS ATTENDANCE

FREQUENTLY ASKED QUESTIONS



WHAT ARE SOME REASONS MY CHILD CAN BE AWAY FROM SCHOOL FOR?

On occasion, your child may need to be absent from school. Justified reasons may include:

- being sick, or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstances (e.g. attending a funeral)

WHAT DO I DO IF MY CHILD IS SICK?

If your child is sick and is unable to attend school, you will receive an SMS text message on the day of their absence. You are required to respond to the SMS or phone with your child's name and a valid reason. If you fail to respond, you will receive an additional message the following day and 7 days after the absence. You only have 7 days to justify your child's absence.

HOW DO I LET THE SCHOOL KNOW ABOUT MY CHILD'S REASON FOR ABSENCE?

On the day of your child's absence, you will receive an SMS text message. You are required to respond to the SMS with your child's name and a valid reason for their absence.

WHAT HAPPENS IF I DON'T PROVIDE A REASON FOR MY CHILD'S ABSENCE?

It is important that you respond to any SMS or email you receive from HRHS in relation to your child's attendance. If you fail to respond within three (3) school days, the school may contact you via phone to discuss the absence.

CAN THE SCHOOL REFUSE TO ACCEPT MY THE REASON I PROVIDE FOR MY CHILD'S ABSENCE?

YES! The principal may decline to accept an explanation that you have provided if they do not believe it is in the best interest of your child. In these circumstances, your child's absence will be recorded as unjustified.

WHAT HAPPENS IF MY CHILD IS FREQUENTLY AWAY DUE TO ILLNESS?

Principals may request medical certificates or other documentation when frequent or long-term absences are explained due to illness. Principals may also seek parental permission to speak with medical specialists to obtain information to collaboratively develop a health care plan to support your child.

WHAT DO I DO IF MY CHILD IS REFUSING SCHOOL?

You should contact the Head Teacher Administration or relevant Deputy Principal as soon as possible to discuss the issue and ask for support. You can respond to the absentee SMS messages, informing them of your child's school refusal. Strategies to improve school attendance may include a referral to the school's learning support team or linking your child with appropriate support networks. The school may seek further support from the Home School Liaison Program to develop an Attendance Improvement Plan.

WHAT MIGHT HAPPEN IF MY CHILD CONTINUES TO HAVE UNACCEPTABLE ABSENCES?

Firstly, your child will be significantly harming their learning and future opportunities due to missed learning opportunities. Secondly, it is important to understand that the Department of Education may be required to take further action where children of compulsory school age have recurring numbers of unexplained or unjustified absences from school.

Some of the following actions may be undertaken:

- Compulsory Schooling Conferences
- Application to the Children's Court – Compulsory Schooling Order
- Prosecution in the Local Court

WHAT DO I DO IF MY FAMILY IS GOING ON A HOLIDAY AND MY CHILD IS GOING TO BE ABSENT FROM SCHOOL?

Families are encouraged to travel during the school holidays. If travel during the school term is necessary, discuss with the school principal. An [Application for Extended Leave](#) form will need to be completed and sent to the principal.

WHAT AGE CAN MY CHILD LEAVE SCHOOL?

All NSW students must complete Year 10 or its equivalent. After Year 10, and up until they reach 17 years of age, there are a range of flexible options for students to complete their schooling.



HRHS ATTENDANCE

IMPACTS OF LOW ATTENDANCE



ABOVE 95%

EXCELLENT ATTENDANCE!

YOU ARE GIVING YOURSELF THE BEST CHANCE OF FUTURE SUCCESS.
YOU HAVE HAD LESS THAN 10 DAYS ABSENT THIS YEAR.



90%

MODERATE ATTENDANCE!

YOU ARE CLOSE TO GIVING YOURSELF THE BEST OPPORTUNITY.
YOU HAVE HAD 1 MONTH ABSENT THIS YEAR.



85%

ATTENDANCE NEEDS IMPROVEMENT!

YOU ARE PUTTING YOUR LEARNING AND FUTURE AT RISK.
YOU HAVE HAD 6 WEEKS ABSENT THIS YEAR.



BELOW 80%

ATTENDANCE IS OF SERIOUS CONCERN!

YOU ARE ENABLING A DESTRUCTIVE IMPACT ON YOUR LEARNING AND FUTURE.
YOU HAVE HAD MORE THAN 2 MONTHS ABSENT THIS YEAR.

**IF YOUR CHILD IS BELOW 80% ATTENDANCE, IT IS
IMPORTANT TO SEEK SUPPORT**

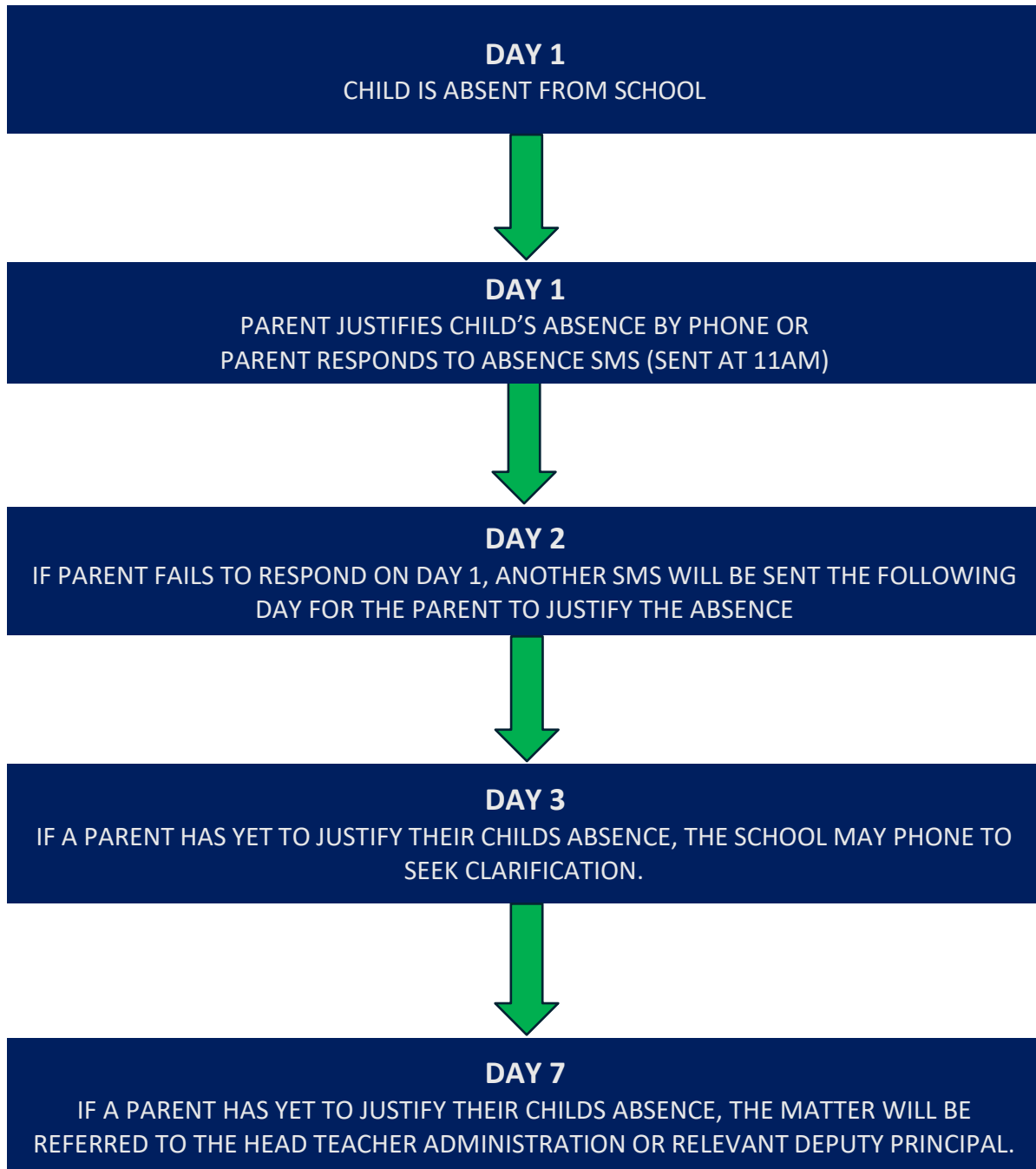


HRHS ATTENDANCE

ABSENCE JUSTIFICATION FLOWCHART



IF YOUR CHILD IS ABSENT FROM SCHOOL,
PARENTS MUST JUSTIFY ALL OF THEIR CHILD'S ABSENCES WITHIN 7 DAYS.





HRHS ATTENDANCE

EARLY LEAVERS & LATE ARRIVALS



WHAT TIME DOES SCHOOL START AND FINISH EACH DAY?

- Monday – Thursday: 9AM – 3:20PM
- Friday: 9AM – 1:50PM

Students who stay at school on Friday until 3:20PM will be supervised during break 2 and period 5.

WHAT DO I DO IF MY CHILD NEEDS TO LEAVE SCHOOL EARLY?

If you intend for your child to leave earlier than the designated school finish time on any day, they are required to provide a note signed by a parent/carer including their name, year group, time, compelling reason and/or evidence of an appointment.

WHO DOES MY CHILD GIVE THE EARLY LEAVERS NOTE?

An early leavers note is to be placed in the early leavers box before 9AM. The early leavers box is in Admin X.

CAN I CALL THE SCHOOL TO INFORM THEM THAT MY CHILD NEEDS TO LEAVE EARLY AFTER 9AM?

Last-minute phone calls will not be accepted as approved leave, except for exceptional circumstances. Repeated early leave requests will be followed up as a school attendance issue.

WHAT DO I DO IF MY CHILD ARRIVES AT SCHOOL AFTER 9AM?

All students who arrive to school late must sign in via Admin X. Once they have signed in, they can attend their classes.

WHAT DO I DO IF MY CHILD IS CONSTANTLY ARRIVING LATE TO SCHOOL?

It is important that you seek assistance from the school if your child is neglecting their education by not arriving to school on time. The school will implement strategies to support the attendance, learning and wellbeing of the student.

Days missed = years lost

A day here and there doesn't seem like much, but...

When your child misses just...

they miss weeks per year

and years over their school life

1 day per fortnight
 = **4** weeks  = Over **1** year missed

1 day per week
 = **8** weeks  = Over **2.5** years missed