



## ATTENDANCE and EXCUSAL PROCESS

Flagstone State Community College student attendance target for 2019 is 95%. Any student who meets this attendance target will be eligible for all extra-curricular activities within the school. Students will be eligible for reward activities each term, and their attendance recognised with certificates.

Students who meet the 100% attendance target will participate in the rewards program during term, and will be entered into the draw for major prizes at the end of semester one and two. The 100% target is cumulative, and for students to remain eligible for the major prize in semester two they must have been present for 100% of the time for the whole year.

### APPLICATION FOR 95% ATTENDANCE EXCUSAL – extra-curricular activities only

Students who do not meet the attendance target of 95% are still eligible to attend all curriculum related activities within the school and do not need to complete an excusal form.

However, if students wish to attend extra-curricular activities (eg representing the school in band activities, sporting activities, debating, any activity where assessment is not the outcome), and their attendance is below 95% due to **valid reasons**, they must apply for an excusal to attend. These forms are available from the office.

This form needs to be completed **one week prior to the extra-curricular activity**, and the student must have every absence explained to the school to be considered eligible to attend the activity. Please note that:

- **Appropriate reasons** for absence will be accepted (eg specialist appointments, medical certificates, doctor appointments, illness, family tragedy).
- **Non-essential activities** such as family holidays, spending days with the family, visiting relatives are not considered a valid reason for absence and will not be approved. Non-essential activities are those where students could just as easily participate outside of school hours and their attendance is not essential.
- Completing this form does not automatically guarantee approval for this activity.

Once the form is completed, it must be handed into the office, and the relevant year level Deputy Principal will evaluate the student's eligibility and return it to the student.

If your student's excusal is not approved, the student may make an appointment with the relevant Deputy Principal to discuss this request further.