



School Eligibility and Representation Policy

Rationale

At Sandgate District State High School, high expectations are grounded in our PRIDE values of Perseverance, Respect, Innovation, Dedication and Excellence. These values are reflected in the way students engage in their learning, attend school consistently, present themselves appropriately and demonstrate respectful and responsible behaviour.

We want every student to develop the habits, attitudes and behaviours that support success at school and beyond. Meeting these expectations demonstrates a student's readiness to take on the additional responsibility that comes with representing the school or participating in optional extra-curricular and co-curricular opportunities.

School representation and participation in optional activities are therefore regarded as **privileges that carry additional responsibility**. Students who represent Sandgate District State High School are ambassadors for our school community and are expected to consistently demonstrate our PRIDE values through their actions and choices.

To support fairness, consistency and high expectations, minimum eligibility benchmarks have been established. These benchmarks reflect our PRIDE values through:

- **Perseverance and Dedication** by attending school consistently, arriving on time, engaging in learning and completing assessment.
- **Respect** by demonstrating appropriate behaviour, positive interactions and adherence to school expectations, including the school dress code.
- **Excellence** by taking responsibility for personal standards and consistently striving to meet the expectations of the school community.
- **Innovation** by engaging positively, solving problems constructively and making choices that support learning, participation and personal growth.

The purpose of these benchmarks is not simply to restrict participation. They reinforce the behaviours and habits that enable students to be successful, contribute positively to our school community and earn the opportunity to participate in optional activities and represent Sandgate District State High School with pride.

Objectives

This policy aims to:

- reinforce the positive expectations required of all students
- promote regular attendance, punctuality and positive engagement in learning
- reinforce responsible behaviour, appropriate personal presentation and completion of learning responsibilities
- provide students with opportunities to address identified concerns and regain eligibility
- ensure participation in optional activities and school representation is managed consistently, transparently and fairly.

Implementation

School Representation includes activities where a student formally represents Sandgate District State High School. Examples include, but are not limited to:

- regional and state representative sport
- inter-school and off-site school sport
- debating



- forums
- competitions
- eisteddfods
- performances
- other activities where students formally represent the school.

Optional Extra-Curricular, Co-Curricular Activities and Items

This policy also applies to optional activities, events and items that extend beyond the direct delivery of the core curriculum. Examples may include:

- reward activities
- special events held during or outside timetabled lessons
- additional courses
- selected camps
- work experience
- school musicals and productions
- specialised excursions not directly related to curriculum delivery
- school dances and social events
- the Senior Formal and Semi-Formal
- the Senior Jersey
- other optional opportunities as determined by the School Executive Team.

Curriculum Activities

Students will **not be excluded from curriculum learning as a consequence of this policy.**

Curriculum activities, including subject excursions directly related to curriculum delivery or assessment, and whole-cohort camps where the primary purpose is curriculum, leadership or transition to high school, are not affected by this policy.

Suspension and Significant Disciplinary Matters (Including Engagement Centre)

A student who is suspended from school or placed in the Engagement Centre will be ineligible for school representation and applicable optional activities for **10 school weeks from the date of the incident.**

This 10-school-week period is the standard period of ineligibility resulting from suspension and is separate from the routine review process for matters that may be rectified more quickly.

Any exception to this period must be considered and approved by the School Executive Team.

Identification and Review of Student Eligibility

At the beginning of each term, the responsible **Head of Department** will compile and share with appropriate staff a list of students who are currently ineligible to participate in applicable optional activities or school representation.

Deputy Principals, in consultation with their Year Level Teams, will regularly review and update the list. Where ineligibility relates to matters that can be rectified, including unexplained absences or other identified concerns, a student may be removed from the list once sufficient evidence demonstrates that the matter has been addressed and the student is meeting school expectations.

Students will remain ineligible where there is insufficient evidence of improvement or where the required period of ineligibility has not been completed.

Relevant information will be available to Heads of Department, activity coordinators and Administration Officers responsible for processing activities and payments.

Cases involving exceptional circumstances will be considered individually by the principal in consultation with the relevant Year Level Deputy Principal and, where required, the School Executive Team.



Resolving Ineligibility

For many students, being identified as ineligible does not mean they will remain ineligible for the entire 10-school-week period.

A significant proportion of students identified through the eligibility process have **outstanding unexplained absences**. These matters can often be resolved within a few days of parents or carers receiving notification by providing the required information to the school.

Once the identified matter has been addressed and eligibility requirements are satisfied, the student can be removed from the ineligible list. This does not apply where a student is serving a defined period of ineligibility resulting from suspension or another significant disciplinary matter.

Pre-Approved Representation Activities

Where a student has already received school approval and the required documentation has been signed for a regional or state representative activity before the student or family receives notification of ineligibility, that prior approval will generally remain in place.

The exception is where the student's ineligibility results from a serious or major behaviour incident that results in a significant school disciplinary response or absence. In these circumstances, the school may withdraw approval for a previously authorised representation activity.

Once notification of ineligibility has been issued, no additional representation forms or applications for new representation activities will be approved for a period of 10 school weeks.

Where the period of ineligibility results from suspension, the 10-school-week period is calculated from the date of the incident.

For other matters resulting in a defined 10-school-week period of ineligibility, the period will commence from the date specified in the notification provided to the parent or carer.

Any variation to these arrangements will be considered on an individual basis and must be approved by the School Executive Team.

Parent and Carer Responsibilities

Parents and carers play an important role in supporting students to meet the expectations of the School Eligibility and Representation Policy.

When notification is received that a student is currently ineligible, parents and carers are asked to:

- Read and reflect on the information provided and discuss the identified concern with their student.
- Follow the instructions contained in the notification, particularly where unexplained absences or other information need to be clarified with the school.
- Reinforce the school's expectations with their student. The requirements of this policy and the expectations underpinning it are communicated each year through a range of forums to students, parents, carers and the wider school community.
- Contact the staff member identified in the notification where further information or clarification is required.
- **Direct questions about eligibility in the first instance to the Deputy Principal responsible for the student's year level.** The Year Level Deputy Principal is the appropriate first point of contact for decisions relating to eligibility.



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Parents and carers are also expected to communicate with school staff in accordance with the **Parent and Community Code of Conduct**. School staff are committed to working respectfully and constructively with families. Aggressive, abusive, threatening or otherwise inappropriate communication towards staff will not be accepted.

Administration Officers provide an important support role by receiving enquiries, taking messages and directing matters to the appropriate staff member. Administration Officers do not determine, review or overturn student eligibility decisions and should not be given details of the matter. They are simply the first contact to manage parent/carer phone calls and /or messages to the relevant Deputy Principal or other identified decision-maker to respond to and address the matter. Please note that the Queensland Department of Education allows up to two (2) business days for a school to respond to a parent/carer.

Financial Matters and Optional Activities

Financial eligibility is separate from eligibility under the School Eligibility and Representation Policy. Outstanding school fees or family financial matters **do not place a student on the school's ineligible representation list** and are managed through a separate process.

Consistent with Queensland Department of Education requirements, a student will **not be prevented from participating in curriculum learning because school fees or charges remain unpaid**. However, the Principal may determine that a student cannot participate in an **optional, non-curricular activity** where applicable school fees or charges remain unpaid. This may include activities such as school formals, camps, senior jerseys, sport competitions and other optional opportunities that create an additional financial cost.

Sandgate District State High School does not seek to place families under further financial pressure by adding additional optional costs where existing educational or technology-related financial obligations have not been addressed.

Where an outstanding balance exists, families are encouraged to establish an **active and agreed payment arrangement** with the school that will see the outstanding amount appropriately addressed, normally by the end of the school year.

Where a family is experiencing financial hardship, parents and carers are encouraged to contact the school to discuss available support, which may include payment arrangements, instalment options or other assistance available within Departmental requirements.

Decisions relating to unpaid fees and access to optional, non-curricular activities are financial decisions and are separate from a student's behavioural, attendance or representation eligibility under this policy.



Minimum Eligibility Criteria

To be eligible to participate in applicable optional school activities and school representation, students are expected to consistently demonstrate positive engagement with the school's expectations and values.

Students are expected to:

- Maintain **Satisfactory or higher behaviour across subjects** in each reporting period. Two behaviour gradings of **D or E** on a report card will contribute to a determination that the student is not eligible. Academic achievement and effort grades are not used for this criterion.
- Demonstrate positive conduct and respect for others, with **no suspension or placement in the Engagement Centre within the previous 10 school weeks**.
- Uphold the **Student Code of Conduct** through consistent, responsible and respectful behaviour.
- Attend and appropriately engage in **all assigned detentions**.
- Complete and submit **all required assessment tasks to the best of their ability by the required due date**.
- Maintain an overall school attendance rate of **85% or higher**. (90% from 2027)
- Ensure there are **no outstanding unexplained absences**, with parents and carers providing explanations to the school as required.
- Arrive at school and classes on time and demonstrate appropriate punctuality and readiness for learning.
- Remain in scheduled classes and activities as required and **not engage in truancy**.
- Wear the full school uniform with pride and consistently comply with the school's **Dress Code Policy**.

Eligibility decisions will consider the evidence available to the school and will be administered consistently with this policy, the Student Code of Conduct and other relevant school and Departmental requirements.

Review Cycle: This policy will be reviewed annually. It was last reviewed in August 2026, with the revised policy taking effect from the commencement of the 2027 school year.