

# Shailer Park State School

*Creating bright futures*

## Attendance Policy

All schools in Queensland are committed to providing safe and supportive learning environments for all students, which address their educational needs. Shailer Park State School expects students to attend school every day of the school year unless prevented by reasonable circumstances (see definitions). Shailer Park State School's attendance policy aims to maximise the learning outcomes for all students through communicating and educating the community of the importance of regular attendance, improve student attendance and outlines the processes the school will take to monitor attendance.

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school.

Shailer Park State School is committed to promoting the key messages of Equity and Excellence. Details of this initiative are found at -

<https://education.qld.gov.au/initiatives-and-strategies/strategies-and-programs/equity-and-excellence>

**Every Day Counts** is a state-wide initiative addressing the issue of student attendance at school. The initiative is designed to change parent, community and student attitudes to school attendance. It requires the support of school, families and our community if student attendance is to reach targets, ensuring our students are at school and learning.

**Every Day Counts** promotes four key messages:

- all children should be enrolled at school and attend on every school day
- schools should monitor, communicate and implement strategies to improve regular school attendance
- truancy can place a student in unsafe situations and impact on their future employability and life choices
- attendance at school is the responsibility of everyone in the community

For more information, please visit <https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts/for-parents-and-community>

## Targets

School Overall Attendance	92%
Unexplained Absences	0
Number of students not attending more than 85% of school days	0

## Definitions

### **Absence**

Non-attendance during any part of the school day is considered as absenteeism.  
Arrival after 11am and departure before 1:00pm are recorded as half-day absences.

### **Unexplained Absence**

Where the school has not received a reasonable excuse for a student being absent from school.

### **Reasonable Excuse**

A reasonable circumstance for absence is when it is deemed to be in the best interest of the health and/or wellbeing of the child or school for a student to not attend e.g illness. In some cases, this judgement may need to be substantiated by a medical professional. Other absences should be kept to a minimum such as non-essential travel.

## Reporting Absences

Reports of absence or truanting are taken seriously and processes in accordance with the Education Act are followed. The school should be notified absences in advance where applicable or on the day. Shailer Park State School aims to have zero unexplained absences. Students, parents, members of our community and school staff may report a student not in attendance at school in the following ways:

- Entering absences into QParents
- Sending an SMS to 0429 826 320
- Email - [absences@shailerparkss.eq.edu.au](mailto:absences@shailerparkss.eq.edu.au)
- In writing to the Classroom Teacher or Office

**Exemption to compulsory schooling:** If a child or children cannot attend or it would be unreasonable in all circumstances to attend school for more than 10 consecutive days, an exemption from compulsory schooling is available. The exemption excuses parents from their legal obligation to ensure that their child of compulsory school age is enrolled at or attends a school, or in the compulsory participation phase, is participating full time in an eligible option. Contact the school for details in obtaining this exemption.

## School, Student and Parent Responsibilities - Attendance

### **Student responsibilities:**

- Attend school regularly, and on time. Roll call is at 8:30am.
- Report to the office for a late slip if arriving after 8:30am
- Be ready to learn and communicate with parents, teachers or other school staff regarding issues or problems that arise at school.

## **Parent / Caregiver responsibilities:**

Each parent of a child who is of compulsory school age has the legal obligation to ensure their child is enrolled and attends a school, on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse and their responsibilities are to:

- Send their children to school every school day except when reasonable
- circumstances (see definition) prevent this.
- Ensure their child arrives between 8:00am and 8:30am and are collected by 3:00pm unless waiting for a bus.
- Inform the school of reason for any absence as soon as possible.
- Inform the school in advance if there is a foreseeable extended absence and apply for an exemption to compulsory schooling if more than 10 consecutive school days
- Collaborate with the school, using open, positive communication, to attempt to
- resolve any issues that may negatively impact student attendance.
- Avoid non-essential travel such as holidays during the school terms

## **School responsibilities:**

- Maintain accurate attendance records.
- Implement effective processes related to absenteeism including monitoring attendance and response to attendance concerns (including late arrivals and early departures).
- Take reasonable steps to follow up absences that are not explained on the day of absence
- Track and monitor patterns of absences such as absences on regular days each week, regular late arrivals or early departures etc.
- Once rolls are marked, absence texts are sent to parent/carers with a follow up email on the same day.
- Contact parents and carers if the school is concerned about a child's attendance including late arrivals and early departures.
- Implement strategies to promote a safe and supportive school environment including the Positive Behaviour for Learning.

## **Enrolment Agreement**

The Shailer Park State School enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students. The agreement is signed and therefore agreed upon prior to commencement at the school and the document is stored on the student's school record.

The enrolment agreement can be viewed here -

<https://www.bing.com/ck/a?!&&p=5a70b388431eb6d8936c91abfeb3e8b52f91d64ccec0f096b97f1cf0520efd74JmItdHM9MTc2MDU3MjgwMA&ptn=3&ver=2&hsh=4&fclid=03e5d9ca-91a6-6f74-2ac8-cf42904a6ef3&psq=enrolment+agreement+qld+state+school&u=a1aHR0cHM6Ly9wcHIucWVkJnFsZC5nb3YyYXUvYXR0YWNobWVudC9lbnJvbG1lbnQtYWdyZWVtZW50LmRvY3g>

## Absence Monitoring and Tracking Process

**Class Teachers** – Accurately maintain attendance records twice during the school day. This process involves electronic marking of the class roll on the ID Attend platform. Student absences must be annotated according to explanation. Ensure all communication from parents directly to classroom teacher is updated on the roll. Rolls are diligently marked at 8:30am and 1:30pm every day.

**Administration Staff** – Record details of student absence from the absence phone line, emails and QParents on ID Attend. Unexplained absence SMS messages are sent out at 10am. (Unexplained follow up email is sent at 12pm).

**Attendance Officer** – Follows up on unexplained absences in which a parent has supplied reasons for absences. Follow up occurs firstly via a SMS and if no reply within 3 days of the absence, a phone call is made to the parents and/or a letter goes home in student's school bag for parent to provide reasons for absences.

**Attendance Officer** to monitor for patterns of repeated late entry or early exit from school or if a student has been absent for more than 3 consecutive days without explanation.

Attendance Officer meets with Deputy Principals regularly to discuss school absence data. Further follow up of unexplained or unauthorised absences, may include: contact parent/carers via phone, email or face-to-face meeting, refer to school social worker/ wellbeing hub for support, commence a Regional Online referral and/or formal processes as per Education Queensland policy up to and including referral by the Director General for prosecution under the Education (General Provisions) Act. Deputy Principal will also consult with Principal when required.