



Attendance Policy

All schools in Queensland are committed to providing safe and supportive learning environments that address every students' educational needs. Allenstown State School expects that all students will attend the educational program every school day. Allenstown State School's attendance policy aims to ensure that all students are given the best opportunity to learn by outlining the responsibilities of the school, parents and students in managing attendance issues.

At Allenstown State School we are committed to achieving the following targets in improving attendance: **A 95% or better average attendance rate for students every year.**

One of our four **expectations** in our school's **Code of Behaviour** is **Always Present**, reflecting the importance we place on student attendance.

School Community Beliefs about the Importance of Attending School

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

- is committed to promoting the key messages of **Every Day Counts**;
- believes all children should be enrolled at school and attend school all day, every school day;
- monitors, communicates and implements strategies to improve regular school attendance;
- believes truanting can place a student in unsafe situations and impact on their future employability and life choices;
- believes attendance at school is the responsibility of everyone in the community.

Responsibilities

School responsibilities:

- Implement the School Attendance Policy;
- Ensure all staff follow electronic roll marking procedures in the morning and afternoon using OneSchool;
- Develop a safe and supportive school environment that promotes positive relationships, including the implementation of programs to develop social skills and providing support mechanisms for families (Guidance Officer, Queensland Police Service, Department of Child Safety, Child Youth Mental Health Service, Wrap-a-Round Services);
- Consistently record and follow up all student absences;
- Monitor school student attendance data to identify absenteeism trends and individual students with high levels of absenteeism;
- Promote high expectations of school attendance to the school community;
- Implement strategies to manage student enrolment, absences, chronic absenteeism, school refusal and truancy using the [Guidelines to address chronic absenteeism, school refusal and truancy](#) and the [Every Day Counts materials](#);
- Follow appropriate processes for enforcing parental obligation in regard to: [enrolment](#), [attendance](#), [compulsory participation](#).

Student responsibilities:

- Attend school regularly unless there is a valid reason;
- Provide copies of notes to teachers or from teachers to parents to reduce number of unexplained absences;
- Remind parents to email, phone or return a note when absent from school.

Parent 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 state school or a non-state school, on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse.

From time to time a student may be absent from their educational program. Parents comply with their compulsory schooling or compulsory participation obligation by providing a [satisfactory reason](#) for these absences, unless the student is an adult or it is not appropriate to contact the student’s parents, in which case an explanation should be sought directly from the student. Parents should provide a reason for a child’s absence as soon as possible after the absence. Parents must:

- Ensure that their child is enrolled at school and regularly attends the educational program provided at Allenstown State School;
- Ensure their child arrives on time and ready to learn;
- Provide an explanation of all absences to the school within 24 hours of absence. This can be done via:
 - **Absentee Line Telephone (07) 49300 160**
 - Email admin@allenstownss.eq.edu.au
 - Letter to the class teacher on student return from absence with accompanying medical certificate for multiple days with illness;
- Meet with the Principal or Deputy Principal in cases of regular non-attendance, regular unexplained absences and follow up; and when parents have concerns about their child’s attendance.

Strategies

<p>Developing a Positive School Culture:</p> <ul style="list-style-type: none"> • Creating safe and supportive classroom environments that encourage children to attend school every day • Providing rich and stimulating learning experiences in all classrooms that encourage students to learn and achieve 		
<p>Communicating High Expectations of Attendance</p> <ul style="list-style-type: none"> • Promoting the importance of attending school every day, through assembly, school newsletter items, school website, Facebook and classroom discussions • Staff showing interest and concern for student welfare and following up with absences that have been unexplained 		
<p style="text-align: center;">Connective Strategies</p> <ul style="list-style-type: none"> ➤ Provide school based support through teachers, administration guidance officer, Chaplain, HOSES. Liaison with external support agencies (QPS, DOC, local support organisations). All offers of support and measures taken to be recorded as a ‘contact’ in OneSchool ➤ Case Management: Principal, Deputy, HOSES, GO to each have a case load. ➤ Relationship Building with students and parents ➤ Identify barriers and coordination of services available to students and families ➤ Development of individualised contracts that enable the student to express reasons for non-attendance 	<p style="text-align: center;">Incentive Strategies</p> <ul style="list-style-type: none"> ➤ Prizes for good attendance (for example, vouchers, pizza days, lunchtime swimming) ➤ Golden Chair award ➤ Raffle tickets for a weekly and end of Term draw- donated prizes ➤ Privileges of a child’s choice, negotiated through case management process 	<p style="text-align: center;">Sanctions</p> <ul style="list-style-type: none"> ➤ Students attending Friday sports to have an agreed target to meet. No School-No Sport. ➤ Student not being able to attend a school function, excursion or camp if they cannot improve attendance ➤ Liaison with Adopt a Cop to discuss truancy laws ➤ Policy action including prosecutions of parents for their child’s non-attendance

<ul style="list-style-type: none"> ➤ Team meetings to monitor data of case managed students ➤ Regular Facebook and newsletter marketing campaigns that promote the benefits of school attendance ➤ Support to families such as referral to community services for families to receive financial, social and occupational support ➤ Increased parent-teacher communication 		
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Recording and Following Up Student Absences

- Expecting all parents to explain all absences;
- Timely effective and consistent follow through process for unexplained absences (new SMS System) See attachment existing flow chart
- Timely, accurate and consistent roll marking
- Relief and contract teachers advised of roll marking responsibilities by office administration staff at the time of signing in

Monitor Student Non Attendance

- Admin will regularly send home Unexplained Absence Letters for parents to explain student absences.
- Same day SMS system in place

Providing Intervention and Support

- Names of identified at risk students (generated by Admin Officer through OneSchool data and determined by falling below the attendance target for that term) to be included at Student Support Team meeting with plan of action to be generated. This plan becomes part of a case management process.

Responses to Absences

At Allenstown State School, we are committed to achieving the following targets in improving attendance:

- No unexplained absences for the school year;
- 100% follow up by school staff within 3 days to ensure all students who are absent have phoned, emailed or called the school.

When a student is absent without explanation for **3 days or a pattern of absences** has been identified, Allenstown State School will take the following actions:

- The parent or carer will be contacted by the class teacher or administration staff (by note, email or telephone call) to determine if there is a reasonable excuse for the absence/s (Director General’s Guidelines ss176 and 239 of the Education (General Provisions) Act 2006;
- All contact and attempted contact with parents regarding student absences will be recorded in OneSchool;
- If the student is still not attending school regularly, the school will follow the processes for managing student attendance as outlined in the Education (General Provisions) Act 2006 – SMS-PR-043. This includes the reporting of persistent and/or unexplained absences to Education Queensland, the Queensland Police Service and the Department of Child Safety.

Reporting and Monitoring Attendance

Reporting Procedures

At Allenstown State School reports of absence or truanting are taken seriously. Students, parents, members of community and school staff may report an absence in the following ways:

1. When a student is absent without explanation for 3 days or a pattern of absences has been identified, Allenstown State School will take the following actions:

- Class teacher attempts to make contact with parent/guardian. Record as 'contact' on One School and/or record an explanation of absence;

OR

- Where there is a persistent pattern of unexplained absences or absences without reasonable excuses and is reasonably considered unsatisfactory by the principal:
 - Class Teacher consults with Admin about next steps to take;
 - Administration commences 'compulsory' schooling processes by:
 - Attempting to make contact with parent/guardian, requesting reason for absence and offering support to;
 - Engaging student with their schooling. All phone calls, GO meetings, support services and other meetings to be recorded on One School under 'Record of Contact';
 - If the child is still not attending regularly after three weeks (15 school days) of the first attempt to contact; parents, an authorised officer at the school sends, by registered post, a Notice (**Form 4 – Failure to attend s.178(2)**) to both parents outlining parents' legal obligation and inviting both parents to attend a meeting to discuss the situation;
 - Contact to be made with District Office to inform them of processes taking place.
 - If after sending the **Notice (Form 4)**:
 - a meeting occurred with the parents, but there is no change in circumstances within one week (5 school days) of this meeting; or
 - a meeting did not occur with the parents, and there is no change in circumstances within one week (5 school days) of sending the Notice;
 - an authorised officer at the school sends by registered post a Warning Notice (**Form 5 – Failure to attend (s178(4))**) advising parents of their legal obligations and offering a meeting to discuss support available to address failure to attend.
 - If there is no change in attendance a week (5 school days) after the **Warning Notice (Form 5) was sent, Authorised Officer:**
 - requests Performance, Monitoring and Reporting Branch to conduct a search (approval for search to be given by Regional Director or Assistant Regional Director) for information regarding enrolment and attendance to ensure the child is not enrolled at another state school (including School of Distance Education); and
 - checks with Home Education Unit whether the child is registered or provisionally registered for home education; and
 - advises Regional Office they wish to seek the Director-General's consent to prosecute.

Monitoring Procedures

- Alert systems are in place with One School to email the Admin Officer each day of non-attendance of students deemed 'requiring monitoring'.
- At the end of each fortnight, Administration is to print an Absence report from One School to identify students to be 'monitored' at risk of being absent for 10 or more days.
- At the end of each month, students identified with having 10 or more days absent are provided with a school letter reminding parents of their legal responsibilities in reference to compulsory schooling.

- Phoning or emailing the school;
- Making an appointment with the school principal at a time that is mutually convenient;
- Discussing the issue or concern with the school guidance officer;

Related Resources

Every Day Counts

<http://education.qld.gov.au/everydaycounts/index.html>

Departmental Policies and Procedures:

[Managing Student Absences and Enforcing Enrolment and Attendance at State Schools](#)
[Roll Marking in State Schools](#)

MANAGING ABSENCES

The flowchart below outlines the process for monitoring absence at Allenstown State School.

