CABOOLTURE STATE SCHOOL - ATTENDANCE POLICY

Rationale

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs.

Caboolture State School expects that all students will attend the educational program every school day.

Caboolture State School attendance policy aims to ensure all students are given the best opportunity to learn by outlining the responsibilities of the school, parents and students in managing attendance issues.

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.

Caboolture 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:

- Monitor and identify student absences as outlined in *SMS-PR-036: Roll Marking in State Schools*

- Follow up absences quickly and address absence issues with parents and carers

- Follow Education QLD policy and procedures for enforcing enrolment and attendance in *SMS-PR-043 Managing Student Absences and Enforcing Enrolment and Attendance at State Schools*

Student responsibilities:

- Attend school each day unless there is an acceptable reason for an absence

- Make every day count in their learning

Parent responsibilities:

- Ensure that their child is enrolled at school and regularly attends the educational program provided at Caboolture State School

- Ensure that their child arrives on time each day

- Contact the school <u>prior</u> to any planned absence or within 2 days of returning via the following methods:

  - **Student Absence Hotline: 5431 4560**

  - **Phone: 5431 4555**

  - **Email: cabooltuss@eq.edu.au**

  - **In Person: verbally or via a hand written letter by the parent or carer. This may take the form of a medical certificate if the child has been absent for multiple days with illness.**

Strategies

At **Caboolture State School** we promote 100% attendance by:

- Implementation of the School Attendance Policy

- Development of a safe and supportive school environment that promotes positive relationships, including the implantation of programs to develop social skills (School Chaplain, Buddy Classes, Kabul Groups) and to provide support mechanisms for families (Guidance Officer, Queensland Police, Department of Child Safety, CYMHS,MYCP)

- Consistently recording and following up unexplained student absences

- Monitoring of the school's attendance data to identify absenteeism trends and individual students with high levels of absenteeism

- Promote high expectations for school attendance to the school community by communicating that higher school attendance is associated with higher student achievement (school newsletter, parent meetings, school website and assembly)

Responses to absences

When a student is absent without explanation or a pattern of absences has been identified, Caboolture State School will take the following actions:

- The parent or carer will be contacted by phone in the case of one day absences to determine if there is a reasonable excuse for the absence

- The parent or carer will be contacted in writing 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*

- *If the school receives no response and the absence/s remains unexplained, the parent or carer will be contacted in writing, requesting them to attend an interview with the Principal*

- Records of contact with parents and carers regarding unexplained absences will be recorded in OneSchool

- If, after 3 weeks, the student is still not attending school regularly, the school will follow the processes for managing student absences 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

Some related resources

Every Day Counts
http://education.qld.gov.au/everydaycounts/index.html

Departmental Policies

SMS-PR-017: Enforcement of Compulsory Schooling and Compulsory Participation Phase
http://education.qld.gov.au/strategic/eppr/students/smspr017/

SMS-PR-029: Managing Student Absences
http://education.qld.gov.au/strategic/eppr/students/smspr029/
SMS-PR-036: Roll Marking in State Schools
http://education.qld.gov.au/strategic/eppr/students/smspr036/