

SOUTHBROOK CENTRAL STATE SCHOOL

Labour is Virtue



Attendance Policy

Rationale

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

Southbrook Central State School expects all students to attend school everyday. Southbrook Central State School attendance policy aims to improve student attendance by providing a set of clear strategies.

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. Southbrook Central 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:

- Ensure all staff follow electronic roll marking procedures in the morning and afternoon using OneSchool.
- Ensure unexplained absences are followed up routinely. Classroom teachers to send home Unexplained absences note when there is no phone call, email or note from parents explaining reason for absence.
- Administration staff to record all telephone calls regarding absences and give to classroom teacher for recording on OneSchool.
- Where classroom teacher is absent supply teacher to mark paper copy of the class roll and teacher to enter data into OneSchool upon return.

- Principal to monitor non attendance and implement strategies to reduce occurrence. Oneschool absence letter generated and sent home to parents to explain absences.

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:

- Send child/ ren to school everyday unless there is a valid reason.
- Provide an explanation of all absences to the school within 24hours of absence. This can be done via email, note or by phone.
- Meet with school staff in cases of regular non attendance, or regular unexplained absences and follow up with strategies for improvement.

Strategies

At Southbrook Central State School we promote 100% attendance by:

- Promoting the importance of attending school everyday through parades, school newsletter items and in classroom discussions.
- Creating safe and supportive classroom environments that encourage children to attend school every day. Explicitly teaching School Wide Positive Behaviour expectations for school attendance.
- Providing rich and stimulating learning experiences in all classrooms that encourage students to learn. Encouraging participation in extra curricular offerings and individual child interest areas at the school.
- Celebrating the success of students who have 100% attendance each term in an award ceremony during our school parades. Students reaching attendance targets will receive an award. Award for the best attendance across the whole school year will be given at the Southbrook Central State School end of year concert and awards night.
- Staff showing interest and concern for student welfare and following up with absences that have been unexplained.
- Expecting **all** parents to explain **all** absences. Southbrook Central State School will provide a variety of options for parents to notify the school of absences (email, note, or phone). Southbrook Central State School will provide a written template for parents to use to inform the school of any absences. Classroom teachers will follow up unexplained absences by sending home a reminder letter to parents where absences have been unexplained. Principal will regularly send home Unexplained Absence Letters for parents to explain child absences.

Responses to absences

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

- No Unexplained Absences.
- 100% follow up to ensure all children who are away have phoned, emailed or called the school. (**Attendance note reminder, phone call home**).

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

- Classroom teacher to call parent enquiring about the absent child and the reason for their absence.

For repeated unexplained absences principal to hold a parent teacher meeting outlining the concerns and strategies to improve child's attendance. Principal to follow [Managing Student Absences and Enforcing Enrolment and Attendance at State Schools](#) **DETE policy**.

At Southbrook Central State School the consequences or impacts of unexplained or unauthorised absences might include the following:

- Year 7 Leadership roles may be limited- to be determined by the school principal.
- Involvement in extra curricular activities may be limited- to be determined by the school principal.

Reporting and monitoring attendance

At Southbrook Central 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:

- 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.

Some 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](#)