Springsure State School

Attendance Policy

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

Springsure SS:
- 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.

Springsure SS attendance policy aims to:
1. Outline the school’s expectations and procedures to monitor attendance
2. Outline the parent’s responsibility for their child’s attendance at school.

Parent’s Responsibility
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.

School’s Responsibility
- inform parents of their legal obligations about enrolment and attendance
- 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
- monitor student absences and identify when a student is absent for three or more consecutive days, or where there is a pattern of persistent unexplained absences, or where a student’s attendance rate is reasonably considered unsatisfactory
- take reasonable steps to follow-up unexplained absences as soon as possible, or ideally within three days of the absence
- continue to work with regions and other local resources to engage with the student and their family with the aim of returning the student to school
- follow appropriate processes for enforcing parental obligation in regard to: enrolment, attendance, compulsory participation

At our school we promote 100% attendance by:
- Principal Awards on parade and report cards
- Consistent messages in Fortnightly newsletter

As a school we are committed to achieving the State Average of 92% attendance rate.
Responses to Absences

1. When a student is absent without explanation for 3 days or a pattern of absences has been identified, Springsure SS 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

2. Where there is a persistent pattern of unexplained absences or absences without reasonable excuses.
   Where a student’s attendance is reasonably considered unsatisfactory by the principal:
   - Class Teacher consults with Admin about steps to ascertain
   - Administration commences ‘compulsory’ schooling processes by:
     a. Attempting to make contact with parent/guardian, requesting reason for absence and offering support to engage student with their schooling. All phone calls, meetings to be recorded on One School
     b. 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.
     c. 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 s.178(4)) advising parents of their legal obligations and offering a meeting to discuss support available to address failure to attend.
     d. 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
1. At the end of each month, Administration print an Absence report from One School to identify students to be ‘monitored’ of at risk of being absent for 10 or more days absent for the term.

2. At the end of each term, 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.