

ATTENDANCE POLICY & PROCEDURES

Rationale

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

Research demonstrates that regular attendance is integral to successful academic, employment and social outcomes. Accordingly, it is important that students, staff and parents/carers have a shared understanding of the importance of regular student attendance.

Clifton State High School's Red Car philosophy focuses on what we want to see more of. Therefore, we are committed to promoting the key messages of the Queensland State-wide initiative *Every Day Counts* which 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
- Truancing 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

Aims

At Clifton State High School we aim to provide students with the ability to achieve to the best of their ability and to create a clear, inclusive and simple attendance policy that promotes high expectations of student attendance.

We are committed to improving the average attendance rate to 90% for students in 2019.

Responsibilities

The *Education (General Provisions) Act 2006* provides that:

Each parent of a child who is of compulsory school age must-

- a) ensure the child is enrolled at a State school or non-State school; and
- b) ensure the child attends the State school or non-State school, on every school day, for the educational program in which the child is enrolled; unless the parent has a reasonable excuse.

Parent Responsibilities:

- Parent/ caregivers are responsible for getting their children to and from school.
- Children must arrive at school between 8:30 and 8:55 am.
- Children must attend school on every day when instruction is offered unless the school receives a valid reason for being absent (eg illness).
- Parent/ caregivers must provide the school with an appropriate explanation for the student's non-attendance. Usually this comprises a letter or telephone call from a parent/caregiver or a medical certificate, particularly in the case of extended illness.
- When a student is late for school, it is appropriate that the parent/caregiver explains the reason for lateness.
- Parent/caregivers must inform the school if an extended absence is likely.
- Contact the School Guidance Officer or the Deputy Principal if a student is refusing to attend school. Initiate or attend meetings to seek support or discuss their child's attendance.
- Provide the school with any changes of address or contact details to ensure that the school records are accurate.

Student Responsibilities:

- Under the *Education (General Provisions) Act 2006*, students are required to:
- Attend school each day.
- Be on time and have all necessary equipment.
- Attend all classes on time and participate fully in the learning process.
- Never leave school during school hours without permission from parents/carers or the school and without obtaining an appropriate *Sign Out Slip* from the Office.
- Report to the office if arriving to school late and provide a note from parents/carers explaining their lateness.
- Ensure all missed school work is completed.
- Ensure absence records are accurate and all absences have been explained by parents/carers.

School Responsibilities:

- Regularly inform students, staff and parents/carers about the Clifton State High School *Attendance Policy and Procedures* (including the Policy and Procedures for *late arrival, early departure* and *truanting*) and make this publicly available through the school's website, newsletters and enrolment package.
- Provide a supporting and inclusive school environment.
- Provide a quality curriculum and learning environment.

- Monitor student attendance daily through marking the roll at the beginning of each day in Care Group, marking teacher rolls each lesson.
- Notify parents/carers of any unexplained absence, through text messaging, phone calls or letters home, requesting a satisfactory explanation for their child's absence.
- Monitor school attendance and provide intervention practices where necessary to improve attendance.
- Provide students with school work when they are absent for legitimate extended periods of time.
- Notify the relevant authorities if non-attendance persists.
- Follow the required procedures for persistent non-attendance.

Procedures

At Clifton State High student attendance is considered important and we focus on what we want to see more of. Student absences, lateness and truanting are taken seriously.

Attendance

If students are absent from school at any time parents/carers should advise the school by 10:00am, and provide a satisfactory explanation. They can do this by:

- Contacting the office by phone on 0746974730
- Contacting the school through text messaging
- Sending a note with the student to be handed to the care group teacher or the office.
- Clifton State High School will maintain attendance records and monitor attendance of enrolled students through the following procedures:
 - Students are required to be at school by 9:00am to make sure they are in time for Care Group. Student attendance is marked on the roll for the first time in Care Group
 - Students are marked on ID Attend electronic roll marking for each lesson during the day by the classroom teacher who will only mark students who are physically present in the class. In the case of a supply teacher, who is unable to mark electronically, completed paper rolls will be handed to the office before the end of the day.
 - Class teachers inform the office of students who are absent from class and they are followed up by HOD or Deputy Principal

Lateness

- Students who arrive late to school report to the office before attending any classes to ensure that they are marked on the roll. Students should be accompanied by a parent/carer or parents/carers could inform the office, or provide a note of explanation.
- Students will be issued with a late arrival slip from the sign in book which they will take to the first class that they attend on the day.

- If a student has no valid reason for their lateness they will be interviewed by a HOD or the Deputy Principal and could be disciplined under the schools Responsible Behaviour Plan.
- Students who are continually late to school will be required to attend an interview with their parents.

Leaving School Early During the Day

- Students are not permitted to leave the school grounds early without providing a dated and signed letter of permission from a parent/carer.
- Appointments to doctors, dentists or other appointments should be the only reasons that students need to leave early.
- Note: students will not be allowed to leave the school grounds during the day and then return to school that day unless they are collected and signed out by a parent/carer and signed in by the parent/carer.

Truancy

- If the school becomes aware of a student truanting from school the parent/carer will be immediately informed
- Students found to be truanting from school or classes will be disciplined under the school's Responsible Behaviour Plan

Responses to absences

Absences for which a satisfactory reason has been provided are considered ***explained absences***, and the student's enrolment is viewed as continuous. An absence for which a satisfactory reason has not been provided is considered an ***unexplained absence***.

Procedures for Unexplained Absences.

- Parents/carers will be contacted by phone or text messages where possible using the phone numbers provided on school's data base. Parents are required to respond to the messages by text or phoning the office
- When the student has been absent without explanation for 3 consecutive days without explanation, the school will phone the parents/carers or send home an absentee letter
- Where there is a continuation of unexplained absences, or absences without satisfactory reasons, parents will be required to attend a meeting with the Principal to address issues contributing to these absences and to discuss implementation of appropriate strategies and support mechanisms.
- Where unsatisfactory attendance still continues, the Principal may commence processes associated with *Enforcement of Compulsory Schooling and Compulsory Participation*. The Principal is able to seek advice from Central Office Legal & Administrative Law Branch regarding consent to prosecute parents/carers.

At Clifton State High School we are committed to achieving the following targets in improving attendance: 90% Attendance

Attendance Improvement Plan

- Administration Staff will identify 'at risk' students, ie attendance below 85% and supply care group teachers with Attendance Monitoring forms for the identified students.
- Care group teachers will discuss attendance improvement form with the student and fill out the form fortnightly until the agreed improvement target has been reached. If there is no improvement student will be referred to the HOD
- HOD or Year Level Co-ordinator will meet with the student and contact the parent/carer to make an appointment for an interview
- If attendance does not improve the Deputy Principal will make contact with the parent to review attendance

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***](#)