Charleville State High School

Attendance Policy

<table>
<thead>
<tr>
<th>Version</th>
<th>Modified By</th>
<th>Status</th>
<th>Date</th>
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<tr>
<td>1.0</td>
<td>N. Morris (A/DP)</td>
<td>Draft</td>
<td>14/8/13</td>
</tr>
<tr>
<td>1.1</td>
<td>S. Tunks A/DP</td>
<td>Draft</td>
<td>10/2/14</td>
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Aim

Charleville State High School attendance policy aims to:

- communicate regularly to students and parents about the value of school attendance (and the long term cost of non-attendance)
- engage with students and families about factors that can be influenced and
- address factors at school that impact on student engagement.

Rationale

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs. School absenteeism and student attendance is a complex issue which includes a range of student behaviours including school refusal and truancy.

**Every day counts** is a state wide initiative that aims to assist in improving student attendance at school through a shared commitment by students, parents, caregivers, schools and the community to improve students' attendance at school.

To do this, **Every day counts** 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
- truanting 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.

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. Charleville State High 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:

Charleville State High School has set a zero unexplained absence target for every student. To facilitate this;

- 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 Addressing student absenteeism(}
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

• encouraging parents not to condone absences for reasons such as shopping, birthdays or to look after siblings
• offering support to parents if their child refuses to attend school
• involving students in calculating their own attendance rate every month
• using rewards for students including “Excellent Attendance” certificates and letters to parents about student effort and achievement
• introducing an incentive program where students achieving 100% attendance are eligible to enter a draw for vouchers.

Student responsibilities:

At Charleville State High School we expect;

• That every student will attend every day of school throughout the year. Research clearly shows that students who attend very regularly achieve much better results across the long term;
• That if coming to school late, students will sign in at the office. They should present a note from a parent/guardian explaining lateness. Persistent lateness will lead to contact with home.
• That students remain at school the entire day and only depart through the office after approvals have been given by parents/guardians and sighted and approved by school administration.
• That students ensure their parents/guardians provide them with a note or phone call explaining absences
• That students will actively and promptly follow up with their teachers after all absences to ensure they have all the required work to continue successfully in their classes

Parent responsibilities:

At Charleville State High School we expect;

• Each parent of a child who is of compulsory school age must ensure the child is enrolled at a State school or non-State school;
• ensure their child arrives at school or commences their educational program on time every day
• ensure their child attends school or their educational program every school day
• minimise disrupting their child’s school day so their child has the best opportunity to learn
• contact the school prior to any planned absences
• provide an explanation (preferably in writing) for each absence, either before or as soon as possible within 2 days of the child’s return to school, in accordance with the school’s communication processes. This may take the form of:
• a medical certificate
• a written explanation note containing the student’s name, date of absence(s) and reasons for absence(s)
• a verbal explanation to the school through either a phone call or visit to the school
• any other form of communication agreed by the Principal.
• ensure their child follows the school’s recommended processes and procedures for late arrival and early departure
• notify the school if their child will be late using the school’s recommended communication processes. This may take the form of:
  • accompanying the child to the school
  • phoning the school
  • providing the child with a signed and dated note.
• That parents/guardians provide a note or SMS message or phone the office if their child(ren) are late for school.
• That parents/guardians provide a note prior to any planned early departure from school and remind their child(ren) that they still must report to the office before their departure.
• That parents/guardians inform the school of all absences as soon as possible (preferably on the day of the absence)
• That parents/guardians give forewarning of known future absences, in particular long term absences.
• That parents/guardians will actively and promptly instruct their child(ren) to follow up with their teachers after all absences to ensure they have all the required work to continue successfully in their classes.
• That parents/guardians support the school in school detentions (with appropriate notice) for students who truant during any school day.
• That parents/guardians make informed decisions about appropriate absences from school, remembering that every absence requires the student to organise catch-up work.

Staff Responsibilities

At Charleville State High School we expect;

• That all staff will mark rolls diligently and accurately in every lesson/activity they are responsible for throughout a normal school day or during a camp/excursion.
• That rolls are marked by teachers within the first 10 minutes of every lesson to ensure student attendance can be recorded in our system promptly and parents can be notified of unexplained absences.
• That contact is made with parents/guardians by Year Level Coordinators if a pattern of absence is noted in a particular subject. YLCs may also complete a Student Attendance Profile if they feel it is necessary.
• That contact is made daily by the office staff of any unexplained absence to parents/guardians either through SMS text or phone messages, and refer persistent absences through the Welfare Committee.
• That students who are found to be truant for any part of a school day, are reported to parents/guardians immediately by the school administration with appropriate consequences established.
• That contact is made on a monthly basis through letters to parents/guardians of any unexplained or unusual absences still outstanding from the school year.
• That contact is made through letters to parents/guardians for absences of 3 or more consecutive days and for absences of 10 or 15 consecutive days (see 1.4).
• That pro-active and supportive strategies are employed with students who demonstrate an unwillingness to attend school.
Strategies

At Charleville State High School we promote 100% attendance. We will:

- monitor student attendance
- let you know if your child is not at school
- follow-up any unexplained absences as soon as practicable, but within three days of any unexplained absence
- use effective teaching strategies to engage your child in learning
- help you with strategies to encourage your child to go to school
- provide support for families.

Responses to absences

At Charleville State High School we are committed to achieving the following targets in improving attendance:

- Zero unexplained absences
- 95% attendance school attendance
<table>
<thead>
<tr>
<th>Number of days absent</th>
<th>Action</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences reported by teachers daily through IDAttend</td>
<td>Phone call home (after 12.30 am)</td>
<td>CEC</td>
</tr>
<tr>
<td></td>
<td>SMS</td>
<td>Office staff</td>
</tr>
<tr>
<td>Weekly unexplained absence list generated through IdAttend.</td>
<td>Care class teachers hand out slips to student in their care class so that unexplained absences are accounted for as either roll error, truancy, parent explanation.</td>
<td>Office staff (IdAttend)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CARE teacher</td>
</tr>
<tr>
<td>Outstanding unexplained absences</td>
<td>Letter generated at the end of each month</td>
<td>Office staff</td>
</tr>
<tr>
<td></td>
<td>....\Common\Forms &amp; Information\Attendance\Absence Letter - 2013.doc</td>
<td></td>
</tr>
<tr>
<td>3 or more consecutive unexplained absences</td>
<td>School letter generated every Wednesday</td>
<td>Office staff</td>
</tr>
<tr>
<td></td>
<td>....\Common\Forms &amp; Information\Attendance\Absence Letter - 2013.doc</td>
<td></td>
</tr>
<tr>
<td>10 or more consecutive unexplained absences</td>
<td>Form 4 letter for Junior Secondary and Form 7 letter for Senior Secondary</td>
<td>Deputy Principal</td>
</tr>
<tr>
<td></td>
<td>....\Common\Forms &amp; Information\Attendance\letter 4.doc</td>
<td></td>
</tr>
<tr>
<td></td>
<td>....\Common\Forms &amp; Information\Attendance\form_7.doc</td>
<td></td>
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<tr>
<td>For compulsory schooling or the compulsory participation phase, when a child or a young person cannot attend or it would be unreasonable in all the circumstances for them to attend school or participate in an eligible option for a period of more than 10 consecutive school days.</td>
<td>Exemption granted</td>
<td>Deputy Principal/Principal</td>
</tr>
<tr>
<td></td>
<td>Form signed by parent, student and school</td>
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<tr>
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<td>....\Common\Forms &amp; Information\Attendance\exemption.doc</td>
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Some related resources

*Every Day Counts*


*Departmental Policies and Procedures*

*Managing Student Absences and Enforcing Enrolment and Attendance at State Schools*

*Roll Marking in State Schools*