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# Attendance Policy

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Regular attendance and punctuality are important characteristics of successful students. Being on time and prepared to learn gives everyone the best chance of success in the classroom. It is important that students, staff and parents/carers have a shared understanding of the importance of attending school.

## Mudgeeraba State School:

- Is committed to promoting the key messages of Every Day Counts.
- Believes all eligible children should be enrolled at school and attend school all day, every school day.
- Believes that it is a parent's responsibility to ensure that their child attends school on every school day for the educational program in which he/she is enrolled.
- Recognises that a parent of a young person in the compulsory participation phase is obliged to ensure their child is participating full-time in an approved education program.
- Believes that supporting attendance at school is the responsibility of everyone in the community.
- Determines the duration and location of a student's educational program and this may include sites other than the school site, for example, sporting grounds, museums or community facilities.
- Insists that at any time a student is not attending or participating in their educational program it is considered an absence and must be explained.
- Monitors, communicates and implements strategies to improve regular school attendance.
- Believes that truanting can place a student in unsafe situations and impact on their future life choices.

## EVERY DAY COUNTS

*Every Day Counts* is a state-wide initiative addressing the issue of student attendance at school. The initiative is designed to change parent, community and student attitudes to school attendance. It requires the support of both parents and the community if student attendance is to be successfully addressed.

*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 life choices.
- Attendance at school is the responsibility of everyone in the community.

While most students attend school consistently, there is a small number of students who are absent from school without an acceptable reason and this may harm their education. Going shopping, visiting family, staying up late and being tired or extending school holidays are not acceptable reasons to be away from school. Research shows that higher rate of attendance at school is related to higher achievement.

It is widely recognised that attendance problems are best managed by early identification and intervention.

## COMPULSORY SCHOOLING

Each parent/carer of a child who is of compulsory school age must ensure that the child is enrolled and attends school on every school day for the educational programs in which the child is enrolled unless the parent has a reasonable excuse. The parent of a young person in the compulsory phase ensures the young person is participating full-time in an eligible option, unless the parent has a reasonable excuse.

Parents of a child of **Compulsory School Age** have a legal obligation to ensure that their child is enrolled in school and attend for every day of the educational program in which they are enrolled.

**Compulsory School Age** means if the child is at least 6 years 6 months (from 2008) and less than 16 or completes Year 10, whichever is sooner.

Where parents of a child of compulsory school age or a student in the compulsory participation phase persist in their failure to enrol their child in school or an eligible option, or to ensure that child's attendance or participation even after



formal processes have been implemented, prosecution of the parent for failing to comply with the compulsory schooling or compulsory participation obligations may be recommended.

Further information is provided in Chapter 9: Compulsory Schooling; and Chapter 10: Compulsory Participation Phase; of the Education (General Provisions) Act 2006.

### **Attendance: Mudgeeraba State School Responsibilities**

- An accurate school attendance record is one of the most valuable data sources available for the early detection of students experiencing personal, social and educational difficulties at school,
- Consistent attendance at school is a significant factor in achieving better academic and social outcomes,
- New concepts and skills are taught and reinforced each day by the teachers,
- It is a whole school responsibility to ensure daily attendance monitoring procedures are followed and students who are not attending are followed up on a regular basis,
- The ID Attend text messaging system is used to improve our communication with parents/carers about student attendance and punctuality.

### **Attendance: Parent/Carer Responsibilities**

If a student is going to be away, parents/caregivers should either:-

- Phone the school **55691777**, **press #1** to clearly state the student's name and class, the date of absence and the reason for the absence
- If a student is absent for any medical reason, the school expects the parent to source a medical certificate for the illness.
- In the event of an unexplained absence or an unexplained late arrival, parents/carers will receive a SMS message from the school indicating that the student is either not at school or has arrived without explanation. Parents/carers will reply by SMS explaining the absence. When they reply, they are to include the student's name and class, the date of absence and the reason for absence. If a parent has not replied to the SMS message or not phoned the school absence line, then, on returning to the school after an absence students must bring a note to their class teacher to explain the absence.

### **Attendance: Student Responsibilities**

- Students must be at school by 8.50am every day. Students arriving **after 9am** must report to the office.
- Students who have been absent for a whole or part of the day must present an explanation (note/text/message/email) from their parents/carers to their class teacher.
- Students who are being collected early from school will need to be signed out by their parent/caregiver from the office. Students are to be collected from the office not the classroom.
- Students must be on time to class.

### **Attendance: Teacher Responsibilities**

*Roll marking:*

1. Teacher marks the roll accurately twice daily no later than (9.30am and 2.30pm). Teacher must do a head count to ensure accuracy;
2. Collect information (absence notes, permission forms, etc.), send to the office at an appropriate time.
3. Teacher is to follow up with students/parents to obtain an absence note for any unexplained absences, check to see if there has been a phone call, text or email the day the student returns (ID Attend). Teacher to record contact home on OneSchool, refer relevant DP into contact and notify office of any absences that have been explained.
4. Teacher to inform and remind students of the number of days they have absent at regular intervals throughout the year. (Refer to school Data Plan for intervals).

*Variation to School Routine*

1. Teachers must provide a copy of excursion/incursion letters to the office.
2. The roll must be marked for absence and attendance and provided to the office before departure.
3. Staff members requiring students for set activities must notify the necessary staff before the event or provide a note to explain their absence.



## Office Staff Responsibilities

1. Sign students in late or for early departures through ID Attend.
2. Record any parent notification of student absenteeism through ID Attend.
3. Should rolls not be marked through ID Attend, contact classroom teacher.
4. Provide paper roll to relieving staff.

## Deputy Principal Responsibilities

1. Discuss attendance concerns with class teachers and monitor.
2. Collaborate with teachers to follow up unexplained absences.
3. Monitor attendance and consistency across year levels.
4. Contact home students with attendance concerns.
5. Contact parents of students who are persistently late.
6. Complete Form 4 (Enforcement Notice Letter OneSchool Step 1) for identified students.
7. Conduct Form 4 attendance interviews with families.
8. Refer to SNAC if required.

## Principal Responsibilities

1. Collaborate with Deputy Principal to discuss Form 4 identified students.
2. Monitor students who received Form 4 and 5 (Failure to Ensure Attendance Warning Notice OneSchool Step 2).
3. Liaise with Deputy Principal regarding Form 5.
4. Conduct meeting and monitor students who receive Form 5.
5. Students who do not respond to Form 5 – refer to Regional Office.

## Supporting documentation

- *Enrolment in state primary, secondary and special schools*
- *Supporting documents for enrolment*
- *Every day counts*
- *Managing Student Absences and Enforcing Enrolment and Attendance at State Schools*
- *Same day student absence notification*

## Every day counts

When your child misses just...	that equals...	which is...	and therefore, from Prep to Year 12, that is...	this means that the best your child can achieve is...
1 day a fortnight	20 days per year	4 weeks per year	nearly 1 and a half years of school	equal to finishing year 11
1 day a week	40 days per year	8 weeks per year	nearly 2 and a half years of school	equal to finishing year 10
2 days a week	80 days per year	16 weeks per year	over 5 years of school	equal to finishing year 7
3 days a week	120 days per year	24 weeks per year	nearly 8 years of school	equal to finishing year 4

## Every minute counts

When your child misses just...	That equals...	Which is...	And therefore, from Prep to Year 12, that is...
10 minutes a day	50 minutes of learning a week	nearly 1 and a half years of school	nearly half a year of school
20 minutes a day	1 hr and 40 minutes of learning a week	nearly 2 and a half years of school	nearly a year of school
30 minutes a day	half a day of learning a week	4 weeks per year	nearly 1 and a half years of school
1 hour a day	1 whole day of learning a week	8 weeks/nearly a term per year	over 2 and a half years of school



# Attendance Procedure

