

# Attendance Policy



## RATIONALE

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

In Queensland, research shows that **higher student attendance is associated with higher student achievement**. Attending school every day helps children to build social and emotional skills such as communication, teamwork and resilience.

**Albany Creek State High School's attendance policy aims** to ensure students are actively engaged in school and attend every day to ensure optimal individual outcomes and student participation. An additional aim is to provide students with every opportunity to achieve to the best of their ability and to create clear and consistent processes pertaining to attendance. We have high expectations of student attendance.

Albany Creek State High School operates under the following guidelines:

- Attendance at school each day is a legal requirement under the Education (General Provisions) Act 2006 current as at 1 July 2021.
- It is a legal requirement to explain all absences.
- Attendance Rolls are legal documents which are subject to checking by the Department of Education.
- Full attendance gives students the optimal chance for success.
- Attendance is a shared responsibility between the staff of the school, parents/carers, students and members of the wider community.
- The early identification of, and intervention in, poor attendance is known to improve student outcomes.

## 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. It is important that we all:

- are committed to promoting the key messages of *every day counts*.
- believe all children should be enrolled at school and attend school all day, every school day.
- monitor, communicate and implement strategies to improve regular school attendance.
- believe truancy can place a student in unsafe situations and impact on their future opportunities.
- believe attendance at school is the responsibility of everyone in the community.
- understand the importance of high expectations around attendance on every school day

When a student misses ...	That equals ...	Which is ...	Over 13 years of schooling ...
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1.5 years
1 day per week	40 days per year	8 weeks per year	Over 2.5 years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

When a student misses ...	That equals ...	Which is ...	Over 13 years of schooling ...
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly half a year
20 minutes per day	1 hour 40 mins per week	Over 2.5 weeks per year	Nearly 1 year
Half an hour per day	Half a day per week	4 weeks per year	Nearly 1 and a half years
1 hour per day	1 day per week	8 weeks per year	Over 2 and a half years

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## RESPONSIBILITIES

### The school will:

- regularly inform students, staff and parents/carers about the Albany Creek State High School's *Attendance Policy* and *Attendance Procedures* and make this publicly available through the school's website, newsletters and enrolment handbook and interviews.
- monitor attendance through the marking of the roll at the beginning of each day and every lesson.
- notify parents/carers of unexplained absence, requesting a satisfactory explanation for the absence.
- provide students with school work when they are absent for legitimate extended periods of time.
- offer support when school attendance has become a problem.
- notify the relevant authorities if non-attendance persists.

### Students will:

- attend all classes on time, with the necessary equipment.
- remain at school during school hours unless permission for early departure is given by parents/carers.
- gain an appropriate *Leave Pass* from the Learning Engagement Centre before school, and then sign out at the office prior to leaving the school grounds.
- ensure all school work is completed including for the days the student is absent.
- report to the LEC if arriving to school late, with communication from parents/carers explaining the reason for late arrival.
- discuss attendance with the Year Level Coordinator, Head of Learning Engagement and/or Deputy Principal if there are attendance issues or concerns.
- ensure absence records are accurate and all absences have been explained by parents/carers.

### Parents/Carers will:

- ensure that their child attends school every day.
- provide a satisfactory explanation to the school via email, phone call, text message or written note if their child:
  - arrives late
  - needs to depart early from school
  - is going to be or has been absent from school
- ensure absence records are accurate and all absences have been explained.
- apply for an exemption if their child will be absent for more than 10 consecutive days.
- engage regularly with the school where students have extended periods of absence and notify the school of extenuating circumstances.
- advise the school of any change of address or contact details to ensure school records are accurate.
- contact the school prior to any planned absence. Where this is not possible provide the reason for any absence as soon as possible. This should take the form of a medical certificate if a student is missing assessment for medical reasons.
- contact the Deputy Principal if their child's absence is to be for an extended period of time to discuss options for continued engagement with school work.
- contact the Deputy Principal if their child is refusing to attend school. Initiate or attend meetings to seek support and discuss your child's attendance or participation in their educational program.

School absenteeism and truancy can impact significantly on students' learning and wellbeing. It is a legal requirement that parents/carers ensure their student is enrolled and attending school on all school days unless there is a reasonable authorised excuse.

If your child does not want to go to school, or is missing school without permission, contact must be made with the school immediately for assistance and support.

# Attendance Policy

ALBANY  
CREEK  
STATE  
HIGH  
SCHOOL



## STRATEGIES

Albany Creek State High School **promotes 100% attendance by:**

- monitoring student attendance.
- marking the roll at the beginning of every lesson.
- marking students as being in attendance if students are physically present in the classroom.
- employing a designated attendance officer.
- using a text messaging system to promptly inform parents/carer of student's unexplained absenteeism.
- reminding students and parents/carers to explain all absences. If students are absent from school at any time, parents/carers should advise the school and provide a satisfactory explanation for the absence.
- addressing truancy in a timely manner with prompt follow up.
- applying consequences for students who are continually late.
- low attendance will impact on students' ability to represent the school in extracurricular activities.

## KEY ATTENDANCE EVENTS

### Attendance Trips

1. Attendance Trips occur weeks 3 and 8.
2. Deputy Principal identifies patterns of unexplained absence from within the Attendance Trip.
3. Deputy Principal makes contact home to support family and obtain an explanation.

### Student Absence Follow-Up

1. Families of students who are absent are sent SMS on the day they are absent.
2. LEC flags students with 3 days unexplained absences in one week, or students with patterns of unexplained absence (regular days of the week).
3. Attendance Officer sends email out primary contact of flagged students.
4. Without a response after 48 hours, Attendance Officer refers situation to Deputy Principal.
5. Deputy Principal and Support Team work together to make contact with family and find explanation – support student attendance improvement.