



# Airville State School

A caring community campus

## ATTENDANCE POLICY

### **Rationale:**

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

Airville State School expects full and regular attendance by students with the parents and students understanding that every day counts. All students will attend the educational program every school day.

Airville State School's attendance policy aims to:

- Ensure school attendance by students is a shared responsibility of parents, caregivers and students themselves as well as Education Queensland and the community.
- Ensure full and regular attendance.
- Ensure 'Every Day Counts' is embedded.
- Ensure that all students are given the best opportunity to learn by outlining the responsibilities of the school, parents and students in managing attendance issues.

### **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.

Airville State 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.
- promotes the school motto "Always Your Best" so every day in every classroom, every child is learning and achieving.

At Airville State School we value, encourage and promote : teamwork, commitment, persistence and consistency to ensure every day counts for every student.

Attendance at school is compulsory and we must be diligent in ensuring that all members of the community are aware that with an 85% attendance rate a child will :

- miss almost 1 day a week
- 3 school days per month
- 3 school weeks per semester
- 6 weeks per year.

A 10% absence rate over 200 school days is equal to 20 days or 4 weeks in a year. We promote 100% attendance.

## **Responsibilities**

### **School responsibilities:**

- Provide a safe, supportive and engaging learning environment that encourages student attendance as outlined in: *Safe Supportive and Disciplined School Environment*.
- Provide incentives for following school rules and being ready to commence work promptly.
- Ensure rolls are marked twice a day utilising the school's paper marking system in conjunction with the One School roll marking system.
- Ensure all information on reasons for absences are recorded.
- Communicate to parents, students, staff the school's attendance policies and procedures and that every day counts.
- Embed attendance intervention strategies for targeted groups of students and/or individuals where necessary.
- Monitor attendance patterns of students, following up absences quickly and addressing absence issues with parents and carers.
- Communicate attendance requirements to parents, caregivers, students and staff.
- Follow Education Queensland policy and procedures for enforcing enrolment and attendance in *Managing Student Absences and Enforcing Enrolment and Attendance in State Schools*.

### **Student responsibilities:**

- Attend school every day unless there is an acceptable reason for an absence.
- Be prepared to commence each learning session on time and with the correct equipment.
- Follow the requirements of the school's Responsible Behaviour Plan.
- Refrain from behaviours that will result in school disciplinary absences and/or time out sessions..
- Understand that every minute of every day counts as a learning experience. i.e. Make every day count in their learning.

### **Parent responsibilities:**

- Ensure that their child is enrolled at school and regularly attends the educational program provided at Airville State School.
- Provide a valid reason for absences in a timely fashion preferably within 2 days of returning.
- Contact the school prior to any planned absences.
- Support the school in upholding the school's Responsible Behaviour Plan to avoid disciplinary absences and/or time out sessions for students.
- Understand and support the belief that every day counts.
- Maintain communications with the school in regards reasons for student absence/s.

Contact can be made with the school via the following methods:

- Phone: 47903333
- E-mail: [principal@airvilless.eq.edu.au](mailto:principal@airvilless.eq.edu.au) A hand written and signed letter or note by the parent / carer or a medical certificate if the child has been absent for multiple days with illness.
- Personal contact with the Administration Officer, Principal or class teacher.

## **Strategies :**

At Airville State School we promote 100% attendance by:

- Regular communications and promotion in the school newsletter in relation to Every Day Counts and the message it promotes:
  - 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.
- Contacting parents on a weekly basis, if required, to ascertain reasons for absence.
- Promoting the school motto: "Always your best" with engaging and productive learning activities.
- Maintaining a positive school culture.
- Rewarding attendance.
- Providing intervention and support.
- Implementing the school's attendance policy.
- Including attendance information in newsletters and on the school website. e.g.
  - Every Day Counts: <http://education.qld.gov.au/everydaycounts/index.html>
  - Comments such as:
    1. As we reach the end of the term, parents are reminded of the importance of sending children to school every day. Being at school every day counts, with one day absent each week quickly adding up to two months of missed lessons in a year.
    2. Unless your child is ill, it is expected that your child will be at school learning every day of the year.
    3. Research shows that students who have a good attendance record are more likely to achieve high results. Going shopping, visiting family, staying up late, being tired or extending school holidays are not acceptable reasons to be away from school. Visit the Department of Education and Training website for more information. [www.education.qld.gov.au/everydaycounts](http://www.education.qld.gov.au/everydaycounts)
    4. Parents – did you know that if a child is absent one day a week it adds up to two months of missed school in a year?
    5. The last day of school is this Friday. Don't forget every day counts. We look forward to seeing all of our students every day of every week.
    6. The holidays are fast approaching. While it may be tempting to let your child stay home for the last day, or even the last week of the term, our school would prefer to see every child on every day of the term. We strongly believe children need to attend school every day to receive the most benefits from their education. Did you realise that skipping the last day of every term adds up to more than a whole term of schooling missed throughout a child's education? Skipping a whole week of school each term means your child will miss more than 15 months of their education! For further information on the importance of regular school attendance, please visit: [www.education.qld.gov.au/everydaycounts/posters.html](http://www.education.qld.gov.au/everydaycounts/posters.html)

## **Responses to absences:**

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

- Maintain current trends of equal to or better than 95% overall attendance.
- Indigenous Students: Maintain or better the current trend of 95% attendance.
- Non-Indigenous Students: Maintain or better the current trend of 95% attendance.
- Ensure 100% absences have an accompanying reason for absence as supplied by parent or caregiver.

When a student is absent without explanation or a pattern of absences has been identified, Airville State School will take the following actions:

- Make phone contact with the student's parent / caregiver to determine if there is a reasonable excuse for the absence. If phone contact cannot be established the parent or carer will be contacted in writing to determine if there is a reasonable excuse for the absence/s. (*Education – General Provisions- Act 2006 – Qld*)
- If the school receives no response and the absence/s remain unexplained, the parent or carer will be contacted in writing, requesting them to attend an interview with the principal.
- Records of contact with parents and carers regarding unexplained absences will be recorded on One School.
- If after 3 weeks, the student is still not attending school regularly, the school will follow the processes for managing student absences as outlined in the Education (General Provisions) Act 2006. This includes the reporting of persistent and / or unexplained absences to Education Queensland, The Qld Police Service and the Department of Child Safety..

## **Reporting and monitoring attendance:**

At Airville State School reports of absence or truanting are taken seriously.

Attendance is monitored daily and patterns or trends of non-attendance or persistence unexplained absences are identified and addressed through the following processes:

- Staff maintain rolls and report, without delay, absenteeism trends to Principal.
- The Principal will follow up on these concerns through contact with the student's parents or caregiver.
- Parents may contact the Principal, Administration staff or Teachers to report absenteeism.
- Principal will provide absenteeism, truancy concerns and evidence of same to relevant authorities for further action as is required. (*Education (General Provisions) Act 2006.* )

## **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](http://ppr.det.qld.gov.au/education/management/Pages/Managing-Student-Absences-and-Enforcing-Enrolment-and-Attendance-at-State-Schools.aspx)**

**<http://ppr.det.qld.gov.au/education/management/Pages/Managing-Student-Absences-and-Enforcing-Enrolment-and-Attendance-at-State-Schools.aspx>**

### **[Roll Marking in State Schools](http://ppr.det.qld.gov.au/education/management/Pages/Roll-Marking-in-State-Schools.aspx)**

**[Schools.aspx](http://ppr.det.qld.gov.au/education/management/Pages/Roll-Marking-in-State-Schools.aspx)**

**<http://ppr.det.qld.gov.au/education/management/Pages/Roll-Marking-in-State-Schools.aspx>**

## Links to Additional References / Resources:

### Everyday Counts

#### For schools

There is no quick and simple solution, nor a 'one-size-fits-all' approach to improving school attendance. However, partnerships between schools, parents and the [local community](#) can assist in reducing absenteeism and making every day count at school. Schools may find the following tools useful in planning and documenting their approach to improving attendance.

- [Attendance Policy template](#) 
- [Attendance Planning Tool template](#) 
- [Student Attendance Profile template](#) 
- [Sample letter](#)  from a school principal to local businesses/community agencies/service organisations.

The Every day counts [brochures](#) will help parents and caregivers to understand their responsibilities in relation to school attendance. There is a specific version for use by schools in Indigenous communities. Schools may include this brochure in their enrolment packages or to send to parents and caregivers when there is a pattern of student absenteeism. Schools may also find information on the early warning signs of school absenteeism, research into student attendance and engaging the community useful when implementing strategies for attendance.

#### Early warning signs

#### Research into school attendance

#### Engaging the community

#### For parents and community

School absenteeism and truancy can impact significantly on students' learning and wellbeing. Research shows that in Queensland, higher student attendance is associated, on average, with higher student achievement. Additionally, attending school every day helps children to build social and emotional skills such as communication, teamwork and resilience.

Under the law, you must make sure your child is enrolled and attends school on all school days unless there is a reasonable excuse. Schools must monitor attendance of students and follow up with parents and caregivers any unexplained absences. If your child does not want to go to school, or is missing school without you knowing, contact your school immediately for assistance and support.

Schools 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.

You can find detailed information in this area including:

[Regular school attendance](#)  
[Anxiety about going to school](#)  
[Preparing your child for high school](#)  
[How can I get my teenager to go to school?](#)  
[Posters for schools, parents, caregivers and the community](#)

#### Resources

Schools, parents, caregivers and communities have a key role in ensuring all students attend school every day.

These resources can be printed and used in enrolment packs, during school meetings, around the school or the community to help parents and caregivers understand their responsibilities for student attendance and encourage children to go to school all day, every day.

#### For schools

[developing a positive school culture](#)  193K  
[communicating high expectations of attendance](#)  203K  
[recording and following up student absences](#)  187K  
[monitoring student non-attendance](#)  173K  
[providing intervention and support](#)  196K  
[Attendance Policy template](#)  850K  
[Attendance Planning Tool template](#)  254K  
[Student Attendance Profile](#)  29K  
[Sample letter](#)  30K to local businesses/community

agencies/service organisations

#### Posters

[Regular school attendance - information for parents and carers](#)  205K

[Anxiety about going to school](#)  839K

[How can I get my teenager to go to school](#)  863K

[Preparing your child for high school](#)  841K

#### Brochures

[Infographic for school staff](#)  747K

#### Related links

[Department of Communities, Child Safety and Disability Services](#)  
[Managing Student Absences and Enforcing Enrolment and Attendance at State Schools](#)  
[Learning and Wellbeing Framework](#)  
[Parent and Community Engagement Framework](#)

#### Vignette resources

[Attendance routines from prep](#)  
[Attendance: it all adds up](#)  
[Attending every day](#)  
[Every day counts](#)

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