



# Charters Towers Central State School Attendance Policy

## Rationale

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

**Charters Towers Central State School** expects that all students will attend the educational program every school day.

**Charters Towers Central State School** attendance policy aims to ensure 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.

### **Charters Towers Central 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.

## Responsibilities

School responsibilities:

- Class teachers will mark rolls diligently and accurately twice per day and during camp / excursion as outlined in *Roll Marking in State Schools* procedure
- Make contact with parents / guardians on the day of any unexplained absence through text message, requesting a satisfactory explanation for their child's absence
- Follow up absences quickly and address absence issues with parents and carers

- Follow Department of Education and Training procedure for enforcing enrolment and attendance in *Managing Student Absences and Enforcing Enrolment and Attendance at State Schools*
- That pro-active and supportive strategies are employed with students who demonstrate an unwillingness to attend school
- Provide students with school work when they are absent for legitimate extended periods of time

#### Student responsibilities:

- That every student will attend every day of school throughout the year unless there is an acceptable reason for an absence
- That if arriving at school after 9:30am they obtain a late slip from the office. Students should present a note from a parent / guardian explaining lateness.
- That students remain at school for the entire day if an early departure is required the student is collected from the office by a parent / guardian

#### Parent responsibilities:

- Ensure that their child is enrolled at school and attends the educational program provided every school day of the year
- Provide a note or phone the office if their child(ren) are arriving after 9:30am and remind their child(ren) that they must report to the office to obtain a late slip
- Contact the school of all absences as soon as possible (preferably on the day of the absence) via the following methods:
  - **Student Absence Line: 4756 2366**
  - **Email: [admin@charterstowerscentralss.eq.edu.au](mailto:admin@charterstowerscentralss.eq.edu.au)**
  - **In Person: verbally or via a hand written letter by the parent or guardian. This may take the form of a medical certificate if the child has been absent for multiple days with illness.**
- That parent / guardians report to the office to collect their child(ren) if they need to depart before the end of the school day
- That parents / guardians give forewarning and obtain an *Application for exemption for a child or young person enrolled in a Queensland state school* for absences longer than 10 days
- Contact the school if a student is refusing to attend school. Initiate or attend meetings to seek support and discuss their child's attendance or participation in their educational program
- That parents / guardians make informed decisions about appropriate absences from school, remembering that every absence requires students to catch up missed work

## Strategies

At Charters Towers Central State School we promote 100% attendance by:

- Implementation of the School Attendance Policy
- Development of a safe and supportive school environment that promotes positive relationships, including the implementation of programs to develop social skills (School Chaplain, Buddy Classes) and to provide support mechanisms for families (Guidance Officer, Queensland Police, Department of Child Safety, Child and Youth Mental Health Service)
- Consistently recording and following up unexplained student absences

- Monitoring of the schools attendance data to identify absenteeism trends and individual students with high levels of absenteeism
- Provide letters showing each students individual attendance % along with strategies / tips to improve attendance along with a reward voucher for students with 95% or higher attendance
- Promote high expectations for school attendance to the school community by communicating that higher school attendance is associated with higher student achievement (school newsletter, parent meetings, school website, Facebook, parade)

## Responses to absences

At Charters Towers Central State School we are committed to achieving the following targets in improving attendance:

- 95% attendance in the school

When a student is absent without explanation, Charters Towers Central State School will send an SMS on the day of the absence to the parent / guardian requesting a satisfactory reason be given for the absence.

Home visits will be made by the Principal and another staff member where a student has a pattern of unexplained absences to discuss the absences and offer strategies to enable improved attendance.

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

- Letter home requesting satisfactory reason for unexplained absence/s (to be returned to administration)
- If the school receives no response and the absence/s remain unexplained, the Principal or Head of Curriculum (HOC) will contact the parent / guardian by phone or home visit to discuss the absence/s and offer support and help
- Records of contact with parents / guardians regarding unexplained absences will be recorded in OneSchool
- After 14 days without marked improvement in attendance the Department of Education and Training procedure for *Managing Student Absences and Enforcing Enrolment and Attendance at State Schools* will be enacted

At Charters Towers Central State School the consequences or impacts of unexplained or unauthorised absences might include the following:

- Failure to achieve age appropriate benchmarks in all Learning Areas
- Failure to develop skills to enable students to become active participants in society
- Referral to other government agencies
- Potential prosecution of the parents/ guardians of non-attending students

## Reporting and monitoring attendance

At Charters Towers Central State School reports of absence or truanting are taken seriously. Students, parents, members of community and school staff may report an absence in the following ways:

- Report an absence to the school via phone, email or in person
- Support the school's Attendance Policy by refusing service to school students
- Promoting school attendance



## Actions and Timeline

When	What	Who
Daily	<ul style="list-style-type: none"> <li>• Mark rolls twice per day with exactness</li> <li>• Send text messages to parents / guardians of students who are absent without explanation</li> <li>• Promote the importance Every Day Counts</li> <li>• Provide a welcoming learning environment, engaging lessons and appropriate support</li> </ul>	Class Teachers Admin Officer Class Teachers Class Teachers
Fortnightly	<ul style="list-style-type: none"> <li>• Investigate and analyse attendance data</li> <li>• Send Unexplained absence letters home</li> <li>• Phone calls and/or home visits to offer support and ask for explanation for non-returned letters</li> <li>• Implement <i>Managing Student Absences and Enforcing Enrolment and Attendance at State Schools</i> process</li> </ul>	Principal / HOC / Admin Officer Admin Officer Principal / HOC Principal / HOC / Admin Officer
	<ul style="list-style-type: none"> <li>• Publish attendance data, targets and key messages in Newsletter, Website and Facebook</li> </ul>	Principal / HOC
Each Term	<ul style="list-style-type: none"> <li>• Send home letters showing students % of attendance along with tips / strategies to improve attendance and reward voucher for students with 95% or greater attendance</li> </ul>	Principal / HOC / Admin Officer
As Needed	<ul style="list-style-type: none"> <li>• Home visits to parent / guardians of students who have a pattern of unexplained absences</li> </ul>	Principal and school staff member or Police Liaison Officer

## 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](#)