Caloundra State High School

Attendance Policy

All enquiries regarding attendance please call the Attendance Officer - 5436 8435

Target

At Caloundra State High School we are committed to achieving 100% attendance for all students.

Rationale

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

Research shows that regular attendance is integral to successful academic, employment and social outcomes. Accordingly, it is important that students, staff and parents/guardians have a shared understanding of the importance of regular student attendance.

School community beliefs concerning the importance of attending school

It is important that students, staff and parents/guardians have a shared understanding of the importance of attending school. Caloundra State High School:

- is committed to promoting the key messages of Every Day Counts (see Departmental Policies below).
- 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

Parents/Caregivers

- To ensure their child attends school on every school day for the program in which they are enrolled.
- To provide a satisfactory explanation for all absences, that is, any time during which a student is not attending or participating in their educational program.
- To initiate contact with the school prior to any planned absences. Where this is not possible, parents must provide the reason for any absences prior to 10.00 a.m. on the day of absence, or within 2 days of the student’s return to school. This may take the form of a medical certificate or a satisfactory written explanation for the absence.
- To contact the Attendance Officer if a child is to be absent for 10 days or more to apply for an Exemption from Compulsory Schooling or Exemption from Compulsory Participation whichever is appropriate.
- To contact the School Guidance Officer or Year Level Deputy Principal 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.
- To provide a written note (signed and dated), email to the Attendance Officer (attendance@caloundrashs.eq.edu.au) or phone the Administration Office 5436 8444, if their child requires a Leave Pass to leave school early.
- To provide a written note (signed and dated), email to the Attendance Officer (attendance@caloundrashs.eq.edu.au) or phone the Administration Office – 5436 8444 explaining any reason for their child being late to school.
- To advise the school of any change of address or phone numbers to ensure school records are accurate. Up to date data is essential in an emergency.

Students

- To attend school each day, attending all timetabled classes.
- To be on time for all classes.
- To never leave school during school hours without permission from the school and without obtaining a Leave Pass from the Office following parental permission.
- To always report to the Student Counter if arriving late or leaving early to/from school.

School

- To monitor student attendance daily through roll marking at the beginning of each day in Home Group and using One School attendance marking on a lesson-by-lesson basis.
- To notify parents/guardians of any unexplained absences on a daily basis.
- To query inconsistencies in roll marking through the Line Manager and Attendance Officer, notifying the Year Level Deputy Principal of any concerns regarding attendance.
- To discuss individual attendance concerns with students and offer support to parents/guardians and students when school attendance has become a concern.
- To provide students with school work, when appropriate, if they are absent for extended periods of time e.g. School work will not be provided for holidays.
- To inform students, staff and parents/guardians concerning Caloundra State High School’s Attendance Policy and Procedures (including the Policy and Procedures for late arrival, early departure and truanting) and make this publicly available through the school’s website, newsletters and enrolment package.
- To follow the Education Act and submit required documentation regarding students not attending school either in the Compulsory Schooling Phase or the Participation Phase.
- To inform students in the Participation Phase of risk of cancellation of their enrolment if they do not meet attendance requirements.
**Attendance Officer**

- To monitor attendance, including whole day absences, part-day absences, excessive excused absences and lateness to school.
- To investigate reasons contributing to absences.
- To coordinate appointments for students and parent-guardians with the Guidance Officer, Deputy Principals and other relevant support personnel to enable parties to investigate reasons for absenteeism and explore options available.
- To follow up queries from teachers, parents and students regarding attendance issues.
- To be responsible for the integrity of the school’s One School attendance data through timely recording, regular reviewing and accurate updating.
- To liaise with members of the school community regarding attendance concerns.

**Strategies for reporting and monitoring attendance**

**Attendance**

If students are absent from school at any time, parents/guardians should advise the school by 10.00am and provide a satisfactory explanation for the absence. They can do this by:

- Phoning the Attendance Officer on 5436 8444, preferably before 10.00am.
- Leaving a message on the Absence Line on 5436 8400.
- Replying to an absence text requesting a reason for and absence.

Caloundra State High School will maintain attendance records and monitor attendance of enrolled students through implementing the following procedures:

- Students are required to attend school, on time, according to their timetable e.g. either 8.00am or 9.10am.
- All students must ensure they are on time for Home Group at 9.10am every day as this forms the basis for official daily attendance records and generates the data for absence texts.
- Class rolls will be marked by staff every lesson. Teachers will only mark students as being in attendance if students are physically present in the classroom. Any discrepancy in attendance will be followed up by the student’s Deputy Principal, Line Manager or the Attendance Officer.

**Lateness**

- All students arriving late to school are required to sign in at the Student Counter in the Administration office and be issued with a late slip.
- It is expected when a student is late for school the following process should be followed
  - provide a note from their parents/guardians explaining their lateness, or
  - parents/guardians may phone the Administration Office with a valid reason ahead of their students’ arrival, or
  - parents/guardians may reply to the text sent requesting a reason for their students’ late arrival
- Students who continually arrive late to school will be required to attend an interview with their Year Level Deputy Principal or their Line Manager. Where there is a significant pattern of lateness, the parent may also be required to attend this meeting. Suspension and cancellation of enrolment may be considered for students who fail to meet the school’s attendance and on time expectations.
Leaving School During the Day

- Students are not permitted to leave school during school hours without providing a dated and signed letter of permission from parents/guardians or the parent/guardian should ring the office to advise of the pending early departure.
- Students leaving early must attend the school office on arrival in the morning to obtain a Leave Pass to provide to the teacher during the class they are leaving from.
- All appointments including appointments for doctors and dentists should be made outside of school hours.

Truancy

- Students who are found to be truanting will be applied a consequence according to Caloundra State High School’s Responsible Behaviour Plan.
- Regular patterns of truancy may lead to suspension, cancellation or exclusion where deemed necessary.

Compulsory Schooling and Compulsory Participation

Students of school age have two phases of schooling. The Compulsory Schooling Phase and the Compulsory Participation Phase.

The Compulsory Schooling Phase starts the year a child turns 6 and ends when the child turns 16 or finishes year 10 whichever comes first. During this phase parents/guardians have a legal obligation to ensure their child attends school every day.

The Compulsory Participation Phase starts the year the child stops being of compulsory school age (i.e. reaches 16 or completes year 10) and ending when the child

i. gains a senior certificate, certificate III or certificate IV; or

ii. has participated in eligible options for 2 years after the child stopped being of compulsory school age; or

iii. turns 17 years.

During this phase parents/guardians have a legal obligation to ensure their child attends the eligible option of their choice.
Responses to absences

The school will mark students, as “absent”, for school activities, on or off campus. These absences will not be recorded as an absence for the purpose of report cards or school attendance data.

The school will mark students “absent with a reasonable excuse” for reasons such as illness, attending a funeral or religious observations. These absences will be recorded as an absence for the purpose of report cards and school attendance data.

The school will mark students “unexplained absence” when no reasonable excuse has been provided. These absences will be recorded as an absence for the purpose of report cards and school attendance data.

Procedures for unexplained absences are as follows:

<table>
<thead>
<tr>
<th>Unexplained Absence</th>
<th>Response From School</th>
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<tbody>
<tr>
<td>1 day unexplained absence.</td>
<td>Text message sent requesting a reason for the absence. Parent to reply to text, call the absence line or call the office to give a reason for their child’s absence.</td>
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<tr>
<td>3 consecutive days absent without explanation.</td>
<td><strong>Student Absence Letter</strong> generated and posted requesting reasons for absences. Parent/guardian signs and returns the letter with reasons for absences.</td>
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<tr>
<td>5 days absent without explanation.</td>
<td>Attendance Officer telephones parent/guardian requesting reasons for absences. Contact documented.</td>
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<tr>
<td>Continued unexplained absences.</td>
<td>Attendance Officer notifies support team e.g. Line Manager, Guidance Officer, Deputy Principal. Support Plan implemented if required.</td>
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<tr>
<td>Continued unexplained absences or persistent unapproved absences.</td>
<td>Attendance Officer contacts parent/guardian. Assistance offered e.g. Meeting with Deputy Principal, Guidance Officer. Possible recommendation for outside support services for disengaged students.</td>
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<tr>
<td>15 consecutive days’ absence with no response to school or continued unapproved absences.</td>
<td>An authorised officer at the school, sends by registered post, notice outlining parents’ legal obligation and requesting a meeting with parent/guardian. Failure to illicit a response will see the student removed from active enrolment.</td>
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Please see the link below, Roll Marking in State Schools for information regarding all absence recording.
Every Day Counts

SMS-PR-017: Enforcement of Compulsory Schooling and Compulsory Participation Phase
http://education.qld.gov.au/strategic/eppr/students/smspr017/

SMS-PR-029: Managing Student Absences
http://education.qld.gov.au/strategic/eppr/students/smspr029/

SMS-PR-036: Roll Marking in State Schools
http://education.qld.gov.au/strategic/eppr/students/smspr036/

Policy endorsed by

Caloundra State High School P&C Association

12.06.2017