

## ROLLINGSTONE STATE SCHOOL ATTENDANCE POLICY

### **Rationale**

Our school encourages all parents and members of our community to support the State Government initiative to improve student attendance.

The program – *Every Day Counts* – has four key messages:

- all children should be enrolled and attend school on every school day;
- schools should monitor and create ways to improve attendance in schools;
- attendance is the responsibility of everyone in the community;
- children may find themselves in unsafe situations if they choose not to attend or skip school.

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. As we want every child to get the best education possible, we expect that every students will attend school every day, for the entire day.

**Rollingstone 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.

#### **Rollingstone 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:**

- Monitor and identify student absences as outlined in *SMS-PR-036: Roll Marking in State Schools*;
- Follow up absences quickly and address absence issues with parents and carers;
- Same Day Notification implemented for all students with unexplained absence;
- Follow Education QLD policy and procedures for enforcing enrolment and attendance in *SMS-PR-043 Managing Student Absences and Enforcing Enrolment and Attendance at State Schools*.

#### **Student responsibilities:**

- Attend school each day unless there is an acceptable reason for an absence;
- Make every day count in their learning.

### Parent responsibilities:

- Ensure that their child is enrolled at school and attends Rollingstone State School every day;
- Ensure that their child arrives on time each day;
- Only allow their child to be absent from school where a reasonable excuse has been given;
- Reasonable excuses include:
  - When children are genuinely too ill to attend;
  - If a child is subject to a direction or order given about an infectious or contagious disease or condition;
  - Medical or dental treatments; however, every effort should be made to have appointments scheduled outside of school hours if possible;
  - Holidays; however, holidays are actively discouraged during the school terms, and the school should be notified of these in advance so that an 'Exemption from Compulsory Schooling' application can be made;
  - Religious observance;
  - Suspension;
  - Attendance at a funeral or to attend to sorry business;
  - Where the child is required to attend court or fulfil other legal requirements.
- Unauthorised and unexplained absences are not acceptable. Unauthorised absences include, but are not limited to:
  - Leisure activities;
  - Shopping;
  - Visiting friends and relatives;
  - Fishing etc.
- Contact the school prior to any planned absence via the following methods:
  - **Phone: 47707313**
  - **Email: admin@rollingstoness.eq.edu.au**
  - **In Person: verbally or via a hand written letter by the parent or carer. This may take the form of a medical certificate if the child has been absent for multiple days with illness.**

### Strategies

At **Rollingstone State School** we promote 100% attendance by:

- Implementation of the School Attendance Policy;
- Implementation of Same Day Notification for absences;
- Development of a safe and supportive school environment that promotes positive relationships, including the implantation of programs to develop social skills (School Chaplain, Peer Support Program, School Leadership Program) and to provide support mechanisms for families (Guidance Officer, Queensland Police, Department of Child Safety, CYMHS);
- Consistently recording and following up explained student absences;
- Monitoring of the schools attendance data to identify absenteeism trends and individual students with high levels of absenteeism;
- 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, parade)
- Recognition processes for individual and whole class achievements including awards on parade.

## **Responses to absences**

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

- The parent or carer will be contacted by the class teacher, office staff or teacher's aide (by telephone call) to determine if there is a reasonable excuse for the absence/s (*Director General's Guidelines ss176 and 239 of the Education (General Provisions) Act 2006*)
- Administration will send home letters to identify average rate of attendance and impact on schooling
- Records of contact with parents and carers regarding unexplained absences will be recorded in OneSchool
- If, after proactive attempts to improve attendance have been undertaken, 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 – SMS-PR-043*. This includes the reporting of persistent and/or unexplained absences to Education Queensland, The Queensland Police Service and the Department of Child safety.

## **Some related resources**

### **Every Day Counts**

<http://education.qld.gov.au/everydaycounts/index.html>

### **Departmental Policies**

**SMS-PR-017: Enforcement of Compulsory Schooling and Compulsory Participation Phase**

<http://education.qld.gov.au/strategic/epr/students/smspr017/>

**SMS-PR-029: Managing Student Absences**

<http://education.qld.gov.au/strategic/epr/students/smspr029/>

**SMS-PR-036: Roll Marking in State Schools**

<http://education.qld.gov.au/strategic/epr/students/smspr036/>

# **Every Day Counts!**