Amberley District State School
ATTENDANCE POLICY

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

Amberley District State School expects all students to attend school each day ready for learning. This includes having the correct uniform, food for the day, equipment required for learning and being ready to walk into class at **8:50 am**.

Amberley District State School's attendance policy aims to create conversations with all stakeholders about the importance of school attendance.

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. Amberley District State School:

- believes all children should be enrolled at school and attend school all day, every 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.

The consequences or impacts of unexplained or unauthorised absences may include the following:

Impacts:
- essential lessons being missed
- assessment items incomplete or not submitted; and
- semesters of credit not awarded as a result of not being present at school enough to complete mandatory content elements of subjects being studied.

Consequences:
- compulsory lunch time sessions to complete missed work and/or assessments
- follow up by school personnel or representatives of external agencies
- instigation of legal proceedings by Education Queensland for parents whose student is of compulsory school age or has not met the requirements of compulsory participation.
- removal of semesters of credit

At Amberley District State School whenever a decision about consequences is made for a student, each case will be judged independently and unconditionally on its own merit, keeping in mind equity, diversity and disability issues.

Responsibilities

School responsibilities:
- Provide quality learning experiences in a safe respectful environment
- Provide a respectful environment for students and families to work cooperatively encouraging attendance and participation
- Monitor and track all students' attendance patterns and keep families informed of undesirable situations or trends.

Student responsibilities:
- All students need to be at school each and every day prepared for work and learning
- All students are to be accountable for attendance and participation
- All students are expected to be in class on time and remain in class each lesson

Parent responsibilities:
- All parents are responsible for providing necessary opportunity and resources to ensure students can and do attend each day
- All parents are responsible for informing the school of any situation which prohibits students from attending school for a full or partial day
- All parents are encouraged to resolve any discrepancy re: attendance information for their student.

Strategies

At Amberley District State School we promote **100%** attendance by:
- Raising awareness throughout the community on the importance and power of education in regards to improving the future opportunities and pathways for all students
- Clearly communicating parent's legal obligation regarding school attendance
- Communicating school expectations clearly and frequently to students and parents
- Providing challenging learning programs to promote student engagement in learning
- Closely monitoring student attendance, late arrivals and early departures; and
- Recognising outstanding attendance of individual students. For example:
  - Raffle drawn each week on parade for students who have been at school all day (no late arrivals or early departures), every day for the previous week. One junior and one senior student will receive a prize of 100 Jets, which can be redeemed in the Jets Shop.
  - End of term raffle draw for students who have been in attendance 95% of the term. One junior and one senior student will each receive a prize to the value of approximately $100.

Responses to absences

If a student is **absent without explanation for 3 days** or **a pattern of absences has been identified that is resulting in at least one day a fortnight off school or regular late arrival or early departures**, Amberley District State School will take action. This may include the following:

1. A phone call to discuss attendance and possible issues with the family and/or student.
2. Liaising with other agencies such as Queensland Police and local non-government organisations, to address the trends or support the student and their family to encourage attendance.
3. An official letter home to parents/caregivers outlining their legal obligation and inviting them to attend a meeting to discuss the situation.
4. Implementation of the 'Managing Student Absences and Enforcing Enrolment and Attendance in State Schools' policy, which may result in legal action.

Reporting absences

At Amberley District State School reports of absence or truanting are taken seriously. Students, parents, members of the community and school staff may report an absence in the following ways:
- Contact the school office either by phone or email
- Leave a message on the school absence line (Option 1)
- Inform the classroom teacher either via email, letter or in person

Daily attendance procedure

1. Classroom teachers record daily student absences via electronic rolls each morning at the commencement of class at 8.50 am and at the end of the final learning session at 2.30 pm.
2. Administration staff record absences on One School at the end of each day.
3. When a daily absence has an explanation, office staff will record the explanation on One School using the relevant code.
4. Classroom teachers check the roll for unexplained absences and follow up according to the process outlined in Response to Absences.