

# Attendance Policy

## Rationale

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

Research shows that regular attendance is integral to successful academic, social-emotional and employment outcomes. Accordingly, it is important that students, staff and parents/carers have a shared understanding of the importance of regular student 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. Broadbeach 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 attendance at school is the responsibility of everyone in the community.

## Responsibilities

### Student responsibilities entail;

- Attending school each day when healthy to do so,
- Attending to their learning every minute of every day.

### Parent responsibilities entail;

- Ensuring their child is enrolled at school and regularly attend the education program provided at Broadbeach State School.
- Ensure their child arrives each day for the commencement of learning at 8:45am sharp.
- Contact the school prior to any planned absence or the morning of any unplanned absence via the following channels;
  - QParents app (login in and select Notify Absences)
  - Student Absence line 5570 8444 option #1 preferably before 9:00am with child's name, class and reason for absence.
  - Email [admin@broadbeachss.eq.edu.au](mailto:admin@broadbeachss.eq.edu.au)

### School responsibilities entail;

- encouraging all students to attend school, when healthy to do so,
- monitoring and identifying absences outlined in SMS-PR-036: Roll marking in State Schools,
- accurately mark attendance twice daily,
- communicating with parents when absences are unexplained,
- 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.

In line with Queensland Health directive *s 362B of the Public Health Act*, if an educator or staff member suspects a child in their care is unwell with a contagious illness they must notify the parent or guardian. The parent or guardian must collect the child as soon as possible, and the child must not return to the school or early childhood service until they are well or enough time has passed that they are not contagious.

## Strategies

Broadbeach State School utilises the following to promote Every Day Counts;

- Implementation of the School Attendance Policy
- Human resources (Associate Deputy Principal, Family Support workers, Guidance Officer)
- Consistent and regular follow up for unexplained absences
- Daily promotion of attendance rates per class in Student News
- Individual, Classroom and Year level incentives at the conclusion of each semester.

## Responses to absences

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

- Parent/carer contacted by SMS at approximately 9:15am to notify of an absence and request they justify the unexplained absence via appropriate channels.
- When a student has 3 continual *unexplained* absences, the Associate Deputy Principal will attempt to make contact with the parent to;
  - Check on wellbeing of student and family
  - Ascertain return date
  - Ascertain medical issue and/or medical advice / clearance
  - Offer assistance to the family (transport assistance, possible Family connect referral)
- 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 – 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.
- The Principal is able to seek advice from South East Regional Office Legal & Administrative Law Branch regarding consent to prosecute parents/carers.

## Attendance Exemptions

Exemptions for non-attendance are rarely approved by the Principal. In the event of extenuating circumstances (ie. death in the family, temporarily relocation overseas due to parent/carer work commitments), a parent/carer may apply for an Exemption for approval by the Principal. Exemptions relating to a family holiday during a school term will not be approved and resulting absences will be recorded in OneSchool accordingly.

## Late Arrival / Early Departure

Every attempt must be made to ensure your child is present at school, when healthy to do so, every minute of every school day. Learning commences at 8:45am at Broadbeach State School. Students are encouraged to arrive from 8:30am to ensure they are organised for class on time.

Students who arrive late to school, but prior to 9:30am are to report directly to their classroom whereby their teaching will amend the roll. Students arriving from 9.30am onwards are required to report to Administration. It is expected that students who are late will provide a note/email or phone call from their parents/carers explaining their lateness. Students who continually arrive late to school will be required to attend an interview with the Associate Deputy Principal and their parents.

The school appreciates that in some rare circumstances, specialist appointments may take place during school time. Please ensure you communicate accordingly with Administration ahead of the scheduled collection time. Students must only be collected from Administration.

## Related resources

### **Every Day Counts**

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

### **Regular School Attendance**

<https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts/for-parents-and-community/regular-school-attendance>

### **Departmental Policies**

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>

### **Queensland Health School and Early Childhood Service Exclusion Direction**

<https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/school-and-early-childhood-service-exclusion-direction>