Attendance Policy

Parents, carers and teachers all have a responsibility for ensuring that all school-aged children attend school regularly and are able to achieve an education through an academic program suited to their needs and requirements. Parents and carers in particular must ensure that their child arrives at school on time every school day. They also have a responsibility to minimise disrupting their child’s school day so their child has the best opportunity to learn; contact the school prior to any planned absences; and, provide an explanation (preferably in writing) for each absence, either before or as soon as possible within 2 days of the child’s return to school, in accordance with the school’s communication processes.

Non-attendance is managed in state schools in line with the DETE policies, SMS-PR-029: Managing Student Absences and SMS-PR-036: Roll Marking in State Schools, which outline processes for managing and recording student attendance and absenteeism.

Teachers at Crescent Lagoon State School are required to mark Rolls twice a day in OneSchool. All rolls must be marked by 9:00am and again before 1pm. If a student arrives after 9:00am or needs to leave before 3:00pm, the child must be signed in or out by the responsible adult through the Office Register. A Late Pass is sent with the student to the classroom.

Parents are requested to notify the school either by telephone, email or a written note if a student is absent, to explain the reason for the absence. Only valid reasons are acceptable and include illness. A Principal must authorize a student absence for any reasons which are not within the acceptable category.

If a student is absent for three days or more, the Parent/Guardian is contacted by the class teacher in the first instance, and then the Deputy Principal. If a child continues to be a non-attender a meeting will be arranged between the parent/guardian and members of the Administration Team. If deemed necessary, the Indigenous Teacher Aide will also be involved in assisting with a child’s attendance at school. If a child is not in regular attendance the CQ Region Process for Managing Non-Attendance will be followed. (Appendix 1)

Students need to attend school regularly in order to succeed. Those children who do not attend for more than 95% of the time are placed at a disadvantage and are unable to achieve to their highest capacity. Therefore every parent and carer must ensure the child’s attendance.

On some occasions a child may need a Variation to Routine Attendance Plan in order to assimilate the child back into regular class attendance.

Attendance data is published in the Newsletter and classes are acknowledged on Parade if their attendance is 95% or above. The community is reminded regularly about the need for regular attendance and the relationship to achievement.

Certificates of 100% attendance are issued each Semester with the Report Cards and a Weekly Attendance Award is given to the class with the highest Attendance.
Unexplained Absences — CQ Region Flowchart

Follow-up Unexplained Absences asap but within 3 days

**WK 1**
- Confirm child is enrolled to attend.
- Work with Region and local resources to engage with students and family with the aim of student returning to school.
  - This would include:
    - Phone calls (eg Principal, Deputy Principal, Guidance Officer)
    - Home visits (consider safety issues)
    - Contact with local police (SBPO, Adopt A Cop)
    - Youth Support Coordinator
    - Other support workers
    - Attendance Improvement Plan (see sample)

**WK 2**
- Consider whether an exemption from schooling, flexible arrangement or alteration to a student’s educational program is appropriate and required.

**WK 3**
- RECORD ALL CONTACT ON ONESCHOOL

Student not attending regularly after 3 weeks (15 days)

**WK 4**
- If the child is still not attending regularly after three weeks (15 school days) of the first attempt to contact parents, an authorised officer at the school sends by registered post a Notice (Form 4 — Failure to attend s.178(2)) (through OneSchool) to both parents outlining parents’ legal obligation and inviting both parents to attend a meeting to discuss the situation.

No change after further 5 days

**WK 5**
- An authorised officer at the school sends by registered post a Warning Notice (Form 5 — Failure to attend s.178(4)) (through OneSchool) advising parents of their legal obligations and offering a meeting to discuss support available to address failure to attend.

No change after further 5 days

**WK 6**
- Contact your PAES to:
  - Check with Performance, Monitoring and Reporting Branch and Home Education Unit.
  - Begin the Recommendation for Consent to Prosecute process.

**USEFUL LINKS**
- Record and follow up student absences
- Every day counts is a state wide initiative that aims to assist in improving student attendance at school through a shared commitment by students, parents, caregivers, schools and the community to improve students’ attendance at school
- Addressing student absenteeism provides a five step process for improving school attendance.

**School Management Procedures**
- Managing Student Absences and Enforcing Involvement and Attendance at State Schools
- Flexible Arrangements for School Students

Unable to locate student or family?
- □ Absent 35 or more consecutive school days, and
- □ Unable to contact the parents, and
- □ Report student name to PAES (to liaise with Police)

Enrolment status may be changed from A – Active to I – Inactive ONLY after all steps (above) have been completed.

School should continue to work with its regional office and local resources to locate the student and their family with the aim of the student returning to school.

Guidelines for recording attendance of students who are enrolled but not attending school and cannot be located, and students who have been granted an exemption from schooling

**Foot Marking in State Schools**

Term 1, 2014