ALLORA P-10 STATE SCHOOL

Attendance Policy

Updated 2017

Always Our Best

RATIONALE

Our school's statement of purpose is *Working together to ensure that every day in every classroom, every student is learning and achieving. We are individually accountable and collectively responsible*.

Allora P-10 State School is committed to every student succeeding in a safe and supportive learning environment. This school believes that every day counts for every student and that consistent, full time attendance and punctuality ARE essential to support all students to be engaged in learning and achieving success.

At Allora P-10 State School we appreciate that the impacts of unexplained or unauthorised absences might include:

- lower academic achievement
- increased chance of suspension and exclusion from school.
- increase alcohol or drug use
- early school leaving
- future unemployment

A RESEARCH BASE TO OUR SCHOOL'S SHARED BELIEFS AND POLICY

Performance Insights: School Attendance [DETE October 2013] provided research into attendance and absenteeism. Key learnings from this research has provided direction for our school's management of attendance and absenteeism. Specifically for consideration at our school:

- higher state wide rate of absenteeism in rural areas
- state wide trend of Friday absenteeism
- higher absenteeism occurs in the last week of each term
- increasing absenteeism by higher year level
- prep attendance is an indicator of future attendance rates
- Year 10 has lowest attendance from P-12
- school move during year 9 has most effect on attendance
- each school move for a student equates to a 2% decline in attendance
- previous year's attendance is good indicator of current year's attendance
- factor most strongly correlated with student attendance was staff morale
- only slight relationship exists between student and parent satisfaction and attendance
- each 1% increase in attendance related to average 2-3 scale score points in all areas in Year 5 NAPLAN

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.   This shared understanding includes that Allora P-10 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 truancy can place a student in unsafe situations and impact on their future employability and life choices

- believes that attendance at school is the responsibility of everyone in the community.

TARGET

Allora P-10 State School expects at least 95% attendance with no unexplained absences. Our attendance expectation is that *every day counts*.

STRATEGIES TO PROMOTE 100% ATTENDANCE:

In addition to the reporting and monitoring procedures listed below attendance at Allora P-10 State School attendance is actively promoted by:

- Including attendance as part of our PBL matrix.

- Rewarding attendance with Sunny Stamps as part of the school's Positive Behaviours for Learning framework.

- Regularly publishing attendance expectations and data in *School Link*.

- Publishing Student Absence Contact Details in every *School Link*.

- Displaying posters promoting importance of 'Every Day Counts' throughout school.

- Including infographics in Early Years KIT [Keeping in Touch] books.

- Discussing research about absenteeism with older students.

INFORMING POLICY

This Attendance Policy has been developed in accordance with the following policies and guidelines and the vision of *every student succeeding*:

- Managing Student Absences and Enforcing Enrolment and Attendance at State Schools
  http://ppr.det.qld.gov.au/education/management/Pages/Managing-Student-Absences-and-Enforcing-Enrolment-and-Attendance-at-State-Schools.aspx
- Roll Marking in State Schools
  http://ppr.det.qld.gov.au/education/management/Pages/Roll-Marking-in-State-Schools.aspx
- Exemptions from Compulsory Schooling and Compulsory Attendance
  http://ppr.det.qld.gov.au/education/management/Pages/Exemptions-from-Compulsory-Schooling-and-Compulsory-Participation.aspx
- Guidelines for determining whether explanations for student absences are considered 'reasonable excuses'

http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Roll%20Marking%20in%20State%20Schools/guidelines_excuses.doc

RESPONSIBILITIES AND PROCEDURES

THE SCHOOL:

- monitor, communicate and implement strategies to improve regular school attendance

- follow up unexplained absences

- ensure that 'Out of Home Care Student' alerts are in place

- ensure the timely and correct marking of all classroom rolls in accordance with departmental procedures. Rolls are to be marked by 9.30 each morning and 2.00 each afternoon by primary class and secondary form teachers.

- send SMS messages daily for all unexplained absences. These are sent by school administration officers by 10.30am following morning roll marking.

- when 3 absences are recorded due to illness and a medical certificate has not been supplied contact parents/guardians reminding them the school requires a medical certificate for absences of three or more days. Primary class and secondary form teacher make this phone call and record as a contact.

- contact parents after 3 consecutive unexplained absences. Primary class and secondary form teacher make this phone call and record as a contact.

- send absence letters each week for unexplained absences. Letters are processed every Friday by the school administration officers.

- ensure that relieving teachers are provided with printed rolls for relevant classes. These are provided by school administration officers when relief teachers sign in to the school.

- provide regular reminders to staff of the importance of correct roll marking.

- provide regular reminders to staff to emphasise to the children, the importance of attending daily.

- report regularly in *School Link* attendance goal for the year, updates on school's achievements, procedural information. This is prepared by the designated member of the school Leadership Team; currently Head of Curriculum Student Services.

- provide guidance and information to support parents in their responsibility to have every child at school every day. This will occur generally via School Link articles prepared by the Principal and designated member of the school Leadership Team; currently Head of Curriculum Student Services and more specifically to identified students and parents by primary class, secondary form teachers and the Student Support Team.

- Principal commences formal failure to attend procedures to enforce attendance after 10 consecutive days or a pattern of absences.

- contact Police

- ensure that Exemptions from Compulsory Schooling and Compulsory Participation are completed and recorded in appropriate situations.

- ensure specific procedures for the Day 8 enrolment collection, as provided to schools at the beginning of each year, are strictly followed.

- communicate with School Operations Unit as required.

RESPONSIBILITIES AND PROCEDURES

TEACHERS:

- Primary class and secondary form teachers will mark roll using ID Attend by 9.30 am and 1.45pm daily. If ID Attend is not working, paper rolls are to be used and returned promptly to school administration.

- Relief teachers are to mark a paper roll provided by school administration officers when they sign in to the school. Paper rolls are to be returned to the school administration promptly after marking.

- When 3 consecutive absences are recorded due to illness and a medical certificate has not been supplied, contact parents/guardians reminding them the school requires a medical certificate for absences of three or more days. Primary class and secondary form teacher make this phone call and record as a contact, including a referral to administration. Teachers are to leave a voicemail message if the parent/caregiver doesn't answer.

- Contact parents after 3 consecutive unexplained absences. Primary class and secondary form teacher make this phone call and record as a contact, including a referral to administration. Teachers are to leave a voicemail message if the parent/caregiver doesn't answer.

- If the student doesn't return and has six consecutive days absent, the teacher is to notify designated member of the Leadership Team who will phone the parent.

- Primary class and secondary form teachers will monitor absences and notify the designated member of the school Leadership Team when a pattern of absences for a student emerges.

- Students are to be sent directly to office if they arrive in the classroom after the bell and without a late slip.

- All students leaving school early are to be directed to the administration building to be signed out by a school administration officer.

- Regularly discuss with student 'Every Day Counts' policy.

- Develop student understanding of justified and unjustified absences.

- Maintain accurate data walls of student attendance in classrooms and discuss attendance regularly with students.

- When supervising an excursion [for which the school arranged transport] a roll will be marked at the commencement of the excursion and again at 9.00am and 1.30pm if the excursion is in progress at either of these times.

- Include the following paragraph in any letter sent home to parents about an off campus activity [eg sport trials, chess, music camp] if students are finding their own way to the event

  Please be aware that parents of all students who attend this event will receive an SMS notification on the day of the event stating that the student is absent from school. Please reply that your child is at the event if they attended it. This will ensure that the school knows which students have attended and those who are absent on the day.

  This message has been emailed to all staff and is saved in: G:/Coredata/Common/Sport/New SPORT 2016/01 SMS absence note for letters home/01 SMS absence note for trials letter.docx

RESPONSIBILITIES AND PROCEDURES

PARENTS:

- Ensure that children are on time for every school day.

- Ensure their child attends school every school day unless there is a reasonable excuse.

- Minimise disrupting their child's school day so their child has the best opportunity to learn.

- Ensure that if your child is late arriving or departing early they do so through the school administration building.

- Any adult arriving to pick up a child early from school must do so through the school administration building. Teachers will send the child to administration for collection.

- Arrange holidays during gazetted school holiday periods and student free days and avoid terms.

- Planned absences for holidays during school term require a Principal's Exemption. Parents must arrange this via Administration prior to the absence.

- If your child is travelling on a Warwick bus discuss with your child after school safety and direct him or her to wait outside administration for the bus unless prior arrangements have been made with the Principal.

- Advise school of any absences stating student's name, class and reason for absence. Allora P-10 Absence Line: 4666 7266 or Allora P-10 Absence Line SMS: 0429 316 194.

- Provide a medical certificate for absences due to illness of three or more days.

- Seek an Exemption from Compulsory Schooling and Compulsory Participation for absences more than 10 consecutive days.

RESPONSIBILITIES AND PROCEDURES

STUDENTS:

- Arrive at school by 8.50am ready to begin learning at 9.00am.

- Arrive at school after 8.30am because there is no active supervision by staff on playground duty prior to 8.30am. Students who arrive early must report to the administration building and wait quietly on the seating outside.

- If arriving after 9.00am do so through the school administration building and collect a late slip.

- Do not leave the school grounds before 3pm without being collected by an adult, through the school administration.

- If travelling on a Warwick bus wait outside administration for its arrival unless prior arrangements have been made between parents and the Principal.

- Remind parents/guardians about the importance of letting the school know of any absence and reason for absence.

- Remind parents/guardians about the 'Every Day Counts' policy.