

## **Rationale**

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

**Highland Reserve State School** expects that all students will attend the educational program every school day.

**Highland Reserve 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.

### **Highland Reserve State School**

- is committed to promoting the key messages of Every Day Counts
- believes all children from Prep – Year 7 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 Education Qld's School Management Policy- *Roll Marking in State Schools*
- Follow up absences quickly and address absence issues with parents and carers
- Follow Education QLD policy and procedures for enforcing enrolment and attendance in *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 regularly attends the educational program provided at Highland Reserve State School
- Ensure that their child arrives on time each day
- Contact the school prior to any planned absence or within 2 days of returning via the following methods:
  - **Student Absence Hotline: 5588 3366**
  - **Phone: 5588 3333**
  - **Email: [office@highlandreservess.eq.edu.au](mailto:office@highlandreservess.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 multiply days with illness.**
- Absences of 3 days or more will require notification via a hand written letter or email to the school office email.

## **Strategies**

At Highland Reserve State School we promote 100% attendance by:

- Implementation of the School Attendance Policy
- Development of a safe and supportive school environment that promotes positive relationships, including the implantation of programs under our Kidsmatter banner to develop social skills (School Chaplain, Buddy Classes, Stop, Think, Do, Ditto and Life Education) and to provide support mechanisms for families.
- 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)

## **Responses to absences**

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

- The parent or carer will be contacted by the office staff (by email or telephone call) to determine if there is a reasonable excuse for the absence/s after 3 days. (*Managing Student Absences and Enforcing Enrolment and Attendance at State Schools Policy*)
- Records of contact with parents and carers regarding unexplained absences will be recorded in OneSchool.
- When the number of unexplained absences reaches 5 or more, parents or carers of students in Year P-6 will be notified by letter asking them to contact the office to explain the absences or make an appointment with the class teacher to discuss ways to support the family.
- If, after 15 consecutive school days, the student in Year 1-6 is still not attending school regularly, the school will follow the processes for managing student absences as outlined in the *Managing Student Absences and Enforcing Enrolment and Attendance at State Schools Policy*. 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***

### ***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>

# Every Day Counts@HRSS

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