

Purpose of this Policy

Students are required to attend school every school day. Parents can notify the school where students are unable to attend due to illness and other relevant reasons. Where absence from school begins to impact on learning, the school employs this policy to encourage and assist families to improve their child's school attendance. The 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.

Attendance Targets

- 95% whole school attendance
- Less than 8% of students have an attendance rate below 85%

Responsibilities

School responsibilities:

- inform parents of their legal responsibilities about enrolment and attendance
- implement strategies to manage student absences, student lateness, chronic absenteeism, truancy and school refusal
- monitor student absences and take reasonable steps to follow up unexplained absences
- follow appropriate processes for enforcing parental obligation in regard to student enrolment and attendance
- work with families to help identify reasons for poor attendance and lateness and develop a plan for improving attendance and arrival time
- follow Education Queensland mandatory reporting process

Student responsibilities:

- attend school every day – on time and ready for learning
- report any issues affecting school attendance to a trusted adult at school or at home

Parent responsibilities:

- each parent / carer of a child who is of compulsory school age has the legal responsibility to ensure their child is enrolled and attends school on every school day for the education program in which the child is enrolled unless the parent / carer has a reasonable explanation for the absence
- ensure their child arrives at school on time every day
- minimise disrupting their child's school day so their child has the best opportunity to learn
- provide current contact details to the school to enable effective notification
- contact the school prior to any planned absence
- communicate with the school any issues that may be affecting their child's attendance at school
- 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
 - 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.

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 implementation of programs within our Positive Behaviour for Learning approach to develop social skills
 - employment of a school Chaplain and Guidance Officer
 - coordination of a Student Support Services Team to identify, monitor and support student attendance
 - referral to external agencies where relevant
- Consistently recording and following up explained student absences
- Monitoring of the school's 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

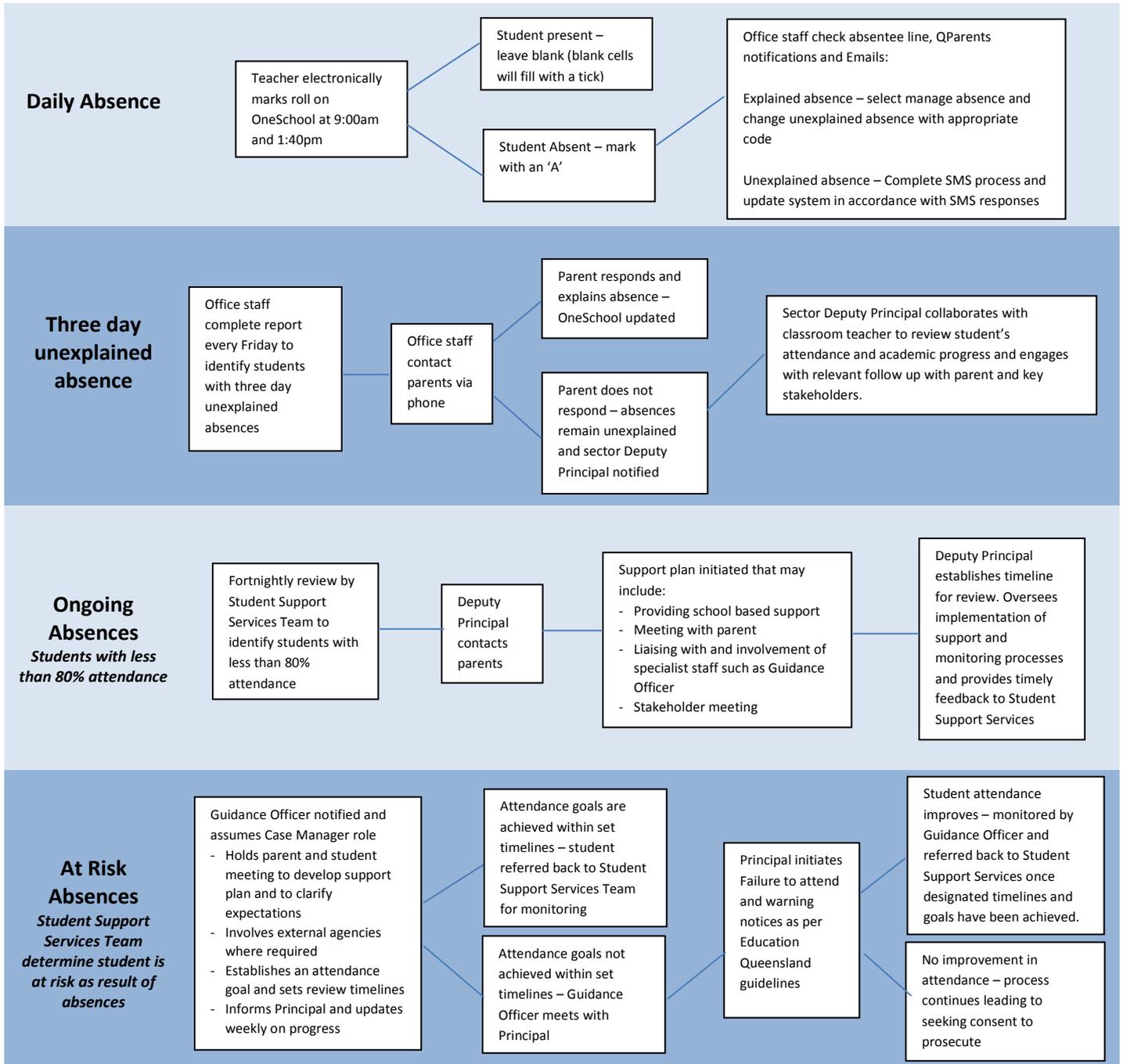
When a student is absent without explanation or a pattern of absences has been identified, Highland Reserve State School will take the following actions:

- The parent or carer will be contacted by the office staff (by SMS) to determine if there is a reasonable excuse for the absence/s.
- Records of contact with parents and carers regarding unexplained absences will be recorded in OneSchool.
- When the number of unexplained absences reaches 3 or more, office staff will notify the relevant Deputy Principal who will follow up the absence with parents. This may include making an appointment to discuss attendance requirements.
- Students with at risk attendance will be monitored by the Student Support Services Team. The Team will develop and implement necessary actions to support the child and family with the attendance issues.
- If, after support, the student is still not attending school regularly, the school Guidance Officer and Principal 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 and / or the Department of Child safety.

Every Day Counts@HRSS

Clever Skilled Creative

MANAGING ATTENDANCE FLOW CHART



Relevant Policies and Procedures:

- [Managing Student Absences and Enforcing Enrolment Attendance at State Schools](#)
- [Same Day Student Absence Notification](#)
- [Every Day Counts](#)
- [Roll Marking in State Schools](#)