

### Rationale

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

Research shows that regular attendance is integral to successful academic, employment and social outcomes. Accordingly, it is important that students, staff and parents/guardians have a shared understanding of the importance of regular student attendance.

### Pimpama State Secondary College:

Is committed to promoting the key messages of the Queensland State-wide initiative Every Day Counts which promotes four key messages:

- All children should be enrolled at school and attend on every school day. Schools should monitor, communicate and implement strategies to improve regular school attendance.
- Truancing can place a student in unsafe situations and impact on their future employability and life choices.
- Attendance at school is the responsibility of everyone in the community.

### Responsibilities

#### ***Parents/Guardians Responsibilities:***

- Ensure that their child attends school on every school day for the program in which they are enrolled.
- Provide a satisfactory explanation for all absences, that is, any time during which a student is not attending or participating in their educational program.
- Contact the school prior to any planned absence. Where this is not possible, parents must provide the reason for any absences prior to 8.50am on the day of absence, or within 2 days of the student's return to school. This should take the form of a medical certificate for regular illness absences or a satisfactory explanation for the absence.
- Contact the Attendance Officer if student absence is to be for an extended period of time (e.g. family reasons or illness).
- Contact the school to request a referral to a Year Level Dean if a student is refusing to attend school. Initiate or attend meetings to seek support and discuss their child's attendance or participation in their educational program.
- Provide a written note (signed and dated by parent/guardian) to the Student Hub should their child require a Leave Pass to leave school early. Students are to be collected from Administration by the parent/guardian.
- Provide a written note (signed and dated by parent/guardian) to the Student Hub explaining their lateness.
- Advise the school of any change of address or phone numbers to ensure school records are accurate. Up to date data is essential in an emergency.

### ***Student Responsibilities:***

- Under the Education (General Provisions) Act 2006, students must attend school each day. They must be on time and have all necessary equipment.
- Never leave school during school hours without a parent/guardian; and without obtaining an appropriate Leave Pass from Administration.
- Report to the Student Hub in B203 if arriving to school after 8:50am and provide a note from parents/guardians explaining their lateness.
- Ensure all missed school work is completed.
- Ensure all absences have been explained by a parent/guardian.

### ***School Responsibilities:***

- Regularly inform students, staff and parents/guardians about the Pimpama State Secondary College Attendance Policy and Procedure and make this publicly available through the school's website and newsletters.
- Monitor student attendance daily through marking the roll at the beginning of each lesson.
- Notify parents/guardians of any unexplained absence, requesting a satisfactory explanation for their child's absence.
- Notify the Year Level Dean when concerned that the explanation for student absence is unsatisfactory.
- Discuss individual attendance with students and offer support to parents and students when school attendance is not meeting expectations.
- Provide students with school work when they are absent for legitimate extended periods of time.
- Notify the relevant authorities if non-attendance persists.

### **Procedures**

#### **Reporting and Monitoring Attendance**

At Pimpama State Secondary College, student absence, lateness or truanting are taken seriously.

#### **Attendance**

If students are absent from school at any time, parents/guardians should advise the school by 8.50am and provide a satisfactory explanation for the absence. They can do this by:

- SMS: 0426 305 848 with their child's name, duration of absence and reason for absence
- Email: [attendance@pimpamassc.eq.edu.au](mailto:attendance@pimpamassc.eq.edu.au)
- Phoning the Administration office on 5540 9333 option 1
- Writing a note for their child to hand in to student services
- Alternatively, please reply to the absentee SMS sent out by the school on day of absence

Pimpama State Secondary School will maintain attendance records and monitor attendance of enrolled students through implementing the following procedures:

- Students are required to be at school by 8:45am to ensure they go to their timetabled class in adequate time. Student attendance is taken in every lesson.
- Students continually late to school will be referred to the Year Level Dean.
- Class rolls will be marked by staff at the beginning of each lesson. Teachers will only mark students as being in attendance if students are physically present in the classroom. Any discrepancy in attendance will be referred to the Year Level Dean.

#### **Lateness**

Students who arrive late to school (after 8:45am) are required to report to the Student Hub in B203 to obtain a Late Pass. If a student has no valid reason for the lateness, they will be automatically issued with a detention. It is expected that students who are late will provide a note or use the preferred method of communication explaining their lateness to avoid the detention.

Students who continually arrive late to school will be required to attend an interview with the Year Level Dean and their parents.

### ***Leaving School during the Day***

**Students are not permitted to leave school during school hours without providing:**

- Dated and signed letter of permission from parents/guardians; the letter must be taken to Student Hub prior to 8:45am.
- Submitted email or SMS providing details.
- Appointment cards, doctor's letters or medical certificates may be required.
- **A parent/guardian must be present to collect the student.**

### ***Students Presenting to Sick Bay***

If a student has been sent to the sick bay room they have been deemed too unwell to remain in class and therefore a parent/guardian will be contacted to collect their child. Parents are asked to collect their children promptly. If parents are not contactable, an emergency contact person will be called.

In the case of **minor** illness or injury, first aid will be administered and the student will return to class upon approval of the First Aid Officer.

Sickbay is for short term assistance and acts as a first-aid station only. Students who are ill are recommended to remain at home.

### ***Truancy***

- An Absence Report will be generated and provided to the Principal on a regular basis. Students found to be truanting will be disciplined under the school's Responsible Behaviour Plan for students.

### ***Responses to Absences***

- Absences for which a satisfactory reason has been provided are considered explained absences, and the student's enrolment is viewed as continuous.
- An absence for which a satisfactory reason has not been provided is considered an unexplained absence or unjustified absence.

### ***Procedures for unexplained absences:***

- Parents/guardians are notified of unexplained student absences via text message each morning. Parents/guardians are required to reply to the text message in the first instance or immediately contact the school if they believe their child is in attendance.
- When students are absent without explanation for more than 3 days, the Year Level Deans will contact the parent/guardian to discuss absence. Parents are asked to provide a reason for the unexplained absences by providing a medical certificate or notifying the college of an approved reason.
- Where there is a continuation of unexplained absences, or absences without satisfactory reasons, parents will be required to attend a meeting with the Year Level Dean to address issues contributing to these absences and to discuss implementation of appropriate strategies and student support.
- Where unsatisfactory attendance still continues, the Deputy Principal may commence processes associated with Enforcement of Compulsory Schooling and Compulsory Participation.

The Principal is able to seek advice from Central Office Legal & Administrative Law Branch regarding consent to prosecute parents/guardians.

### ***Related Resources***

#### ***Every Day Counts***

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

#### ***Departmental Policies***

Enforcement of Compulsory Schooling and Compulsory Participation Phase

<https://ppr.qed.qld.gov.au/pp/managing-student-absences-and-enforcing-enrolment-and-attendance-at-state-schools-procedure>

#### ***Roll Marking in State Schools***

<https://ppr.qed.qld.gov.au/pp/roll-marking-in-state-schools-procedure>