

## 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/carers 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
- Truancy 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/Carers 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 10.00 a.m. 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 Administration if student absence is to be for an extended period of time (e.g. family reasons or illness) and request school work.
- Contact a School Guidance Officer or Year Level Deputy 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) to Administration, if their child requires a Leave Pass to leave school early.
- Provide a written note (signed and dated) from parents/carers 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 permission from parents/carers or the school and without obtaining an appropriate Leave Pass from the Office.
- Report to the office if arriving to school after 8.45 am and provide a note from parents/carers explaining their lateness.
- Ensure all missed school work is completed.
- Regularly discuss attendance with Deputy or Principal. Ensure absence records are accurate and all absences have been explained by parents/carers.

## ***School Responsibilities:***

- Regularly inform students, staff and parents/carers about the Pimpama State Secondary College Attendance Policy and Procedures (including the Policy and Procedures for late arrival, early departure and truanting) 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 day in Home Room and marking teacher rolls each lesson.
- Notify parents/carers of any unexplained absence, requesting a satisfactory explanation for their child's absence.
- Notify the Year Level Deputy when concerned that the explanation for student absence is unsatisfactory.
- Discuss individual attendance with students and offer support and help to parents and students when school attendance has become a problem.
- 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/carers should advise the school by 10.00 am and provide a satisfactory explanation for the absence. They can do this by:

- Phoning the Administration office on 5540 9333 option 1, preferably before 10.00 am
- Writing a note to their child to hand in

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 8.45 am to ensure they go to Home Room in adequate time. Student attendance is taken for the first time in Home Room and every lesson thereafter

- Students continually late to Home Room will be referred to the Year Level Deputy Principal.
- 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 Deputy

## Lateness

Students who arrive late to school after 8.45 am are required to report to the Office, present their ID card and obtain a Late Pass and Detention Slip. 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 phone call from their parents/carers 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 Deputy Principal and their parents.

## Leaving School during the Day

- Students are not permitted to leave school during school hours without providing a dated and signed letter of permission from parents/carers.
- This letter must be taken to the Office prior to 8.45am.
- A parent/carer must be present to collect the student.

An appropriate Leave Request Pass will be issued to the student for

- Appointments to doctors, dentists or other urgent appointments should be the only reasons students leave early. Appointment cards, doctor's letters or medical certificates will be required.

## Students Presenting To Sick Bay / First Aid Room

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

In the case of **minor** injury, the injury will be addressed promptly and the student will return to class.

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

## Truancy

- An Absence Report will be generated and provided to the Principal on a daily 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. Undertaking a leisure activity such as shopping, visiting friends and relatives, concerts or camping, is not considered a satisfactory explanation for an absence.

- An absence for which a satisfactory reason has not been provided is considered an unexplained absence or unjustified absence.

## **Procedures for unexplained absences:**

- Parents/carers with mobile phone numbers recorded in the school's database will be notified each day of an unexplained absence via text message. Parents are required to respond to these text messages by contacting the school by phone. Parents/carers are asked to immediately contact the school on the absence line if they believe their child is in attendance.
- When students are absent without explanation for 3 days, an Absence letter will be mailed home, reminding parents/carers of their obligations to ensure their child attends school on every school day and the requirement for providing satisfactory explanations for all absences. Parents are asked to provide the reason for the unexplained absences, sign and return the Absence letter to the school Administration office.
- Where there is a continuation of unexplained absences, or absences without satisfactory reasons, parents will be required to attend a meeting with the Principal to address issues contributing to these absences and to discuss implementation of appropriate strategies and support mechanisms.
- Where unsatisfactory attendance still continues, the 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/carers.

## **Related Resources**

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

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

### ***Departmental Policies***

SMS-PR-017: Enforcement of Compulsory Schooling and Compulsory Participation Phase

<http://education.qld.gov.au/strategic/epr/students/smspr017/>

SMS-PR-029: Managing Student Absences

<http://education.qld.gov.au/strategic/epr/students/smspr029/>

SMS-PR-036: Roll Marking in State Schools

<http://education.qld.gov.au/strategic/epr/students/smspr036/>