



2017

Bowen State School



Attendance Policy



Rationale

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs. Regular attendance at school is essential to ensure uninterrupted progress and to enable children to reach their potential.

Bowen State School expects that every student will attend school every day of the school year unless prevented by reasonable circumstances. The school's attendance policy aims to maximise student engagement in all learning programs by all students. Bowen State School will:

- Develop a positive school culture
- Identify absences quickly
- Follow-up promptly
- Send clear messages to students and parents that attendance is vital

Responsibilities

Parents

Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education. It is important that everyone works together to help children obtain the best possible start in life with a good education. Parents should work in partnership with the school, notifying the school of the reason for any of their child's absences and highlighting any areas of concern they may have so they can be addressed promptly.

Parents/carers are responsible for the following:

- Ensuring that their children are at school and on time
- Children should arrive at school between 8:30am and 8:45am, ready for learning to begin at 8:50am
- Children should attend school every day unless there is a valid reason for being absent (illness, serious family matters, Sorry Business, medical appointments)
- Inform the school with an appropriate explanation for non-attendance by phone or note.
- For extended absences, parents/carers must notify the school, providing reasons for the absence
- Attend meetings and work in partnership with the school administration to address issues of poor attendance

Students

Students should be at school every day ready for learning. Students are expected to:

- Arrive at school by 8:45am each day
 - Have a healthy breakfast
 - Wear school uniform
 - Have all equipment required for learning
- Go directly to the office after 9am to sign in and receive a late slip, which must be handed to the class teacher
- Hand absence note to teacher if they have been absent from school



Teachers

Teachers are expected to:

- Twice daily diligently and accurately complete attendance rolls in line with Education Queensland procedures
- Monitor student absence and speak with Deputy Principal about any concerns.
- Notify Deputy Principal and office staff for reason of unexplained absence (if note is handed in)

Deputy Principal and Principal

The leadership

- Review and implement attendance policy and procedures
- Ensure all staff adhere to OneSchool attendance recording protocols
- Collect and analyse school attendance data. Identify students displaying significant patterns of absence and/or late arrivals.
- Share information regarding whole school student attendance with Parents/Carers through weekly school attendance newsletter
- Reward and recognise excellent attendance through a variety of strategies
- Formulate an Individual Attendance Plan when necessary
- Implement Education Queensland Failure to Attend Notices as outlined in Managing Student Absences and Enforcing Enrolment and Attendance at State Schools; Department of Education Training and Employment Policy and Procedure Register





School-Wide Processes for Monitoring Non-Attendance and patterns of Non-Attendance

Attendance	Action	When	Person/s Responsible
Regular	Monitor	Daily rolls marked by <ul style="list-style-type: none"> ▪ 9am ▪ 2.10pm 	Class Teacher
Regular	Monitor	Weekly <ul style="list-style-type: none"> ▪ attendance / punctuality certificates ▪ attendance newsletter 	Deputy Principal
Unexplained daily absence	Call parents to enquire reason for absence	Daily, each morning after 9:30am	Admin Officer
2 unexplained absences	Report provided to DP to phone parent.	As required	Admin Officer
More than 5 days absent (explained or unexplained)	Report to DP to organise a meeting with parent/carer Home visit if appropriate and required	As required	Deputy Principal
Ongoing Absence	Form 4 letter mailed to parent/carer via registered mail	As required	Deputy Principal Admin Officer
Ongoing Absence	Form 5 letter mailed to parent/carer via registered mail	As required	Deputy Principal Admin Officer
Ongoing Absence	Form 6 letter mailed to parent/carer via registered mail	As required	Deputy Principal Admin Officer
<ul style="list-style-type: none"> ▪ For students with ongoing absences, Deputy Principal will ask parent/carer to attend a meeting to provide support and explore strategies for improving attendance. ▪ For students with ongoing absences, Deputy Principal to monitor fortnightly. 			

Strategies to encourage good attendance and improve irregular attendance

- Parents/carers are informed of attendance and punctuality rates for each year level and class via the school attendance newsletter weekly.
- School community informed of attendance rates weekly through school display.
- DP to inform each class of their attendance percentage for the term and year.
- Weekly certificates presented to year groups and classes who have the best attendance and punctuality for the week.
- Students with 100% attendance and punctuality each week will receive an orange – Organisational key and go into the weekly draw.
- At enrolment the Deputy Principal will discuss regular attendance.
- Use resources by Education Queensland’s Every Day Counts to inform and engage parents and the wider community. (Fact sheets, brochures, posters, sample letters)
- When students achieve the goals of their Individual Attendance Plan (e.g. to attend school for 10 consecutive days), the planned reward will be implemented.\



Bowen State School: Individual Attendance Plan

Individual Attendance Plan		
The purposes of this are: <ul style="list-style-type: none"> ▪ to identify if possible, the causes for irregular attendance, and ▪ to make a plan to adapt and change patterns of irregular attendance 		
Date:	Attendees:	
Concerns – Student, Parent/Carer		
Number/Pattern of absences/lateness	Explained/Unexplained	Relevant family information (including sibling attendance)
Student Perceptions	Issues at school which impact on attendance	
Impact of irregular attendance – What do you think?		
Achievement / learning		
Skills: being on time, being organised, following rules, personal presentation, being part of a group/team, dealing with conflicts, being recognised for achievements		
Friendships		
Future education/career aspirations		
Safety whilst not at school		
What can we do in partnership to ensure that your child’s attendance becomes more regular? (Set goals and strategies. See suggestions on next page)		
Student		
Parents/Carers		
School		
Signatures		
Student	Parent	
Class Teacher	Deputy Principal	



Possible Strategies

<p><u>Class</u></p> <ul style="list-style-type: none"> ▪ Class teacher to make regular contact with parent/care by phone or email ▪ Establish a daily/weekly communication book ▪ Plan for classroom incentive e.g. free time, Ipad, when attendance meets certain criteria (e.g. 5 consecutive days, a class reward such as a game) ▪ Differentiation of learning program ▪ Set classroom responsibility 	<p><u>Break Times</u></p> <ul style="list-style-type: none"> ▪ Meet with a 'check-in' teacher ▪ Play roster providing structured activities
<p><u>Other</u></p> <ul style="list-style-type: none"> ▪ Non-classroom based incentives e.g. Library monitor, reading to a younger student ▪ Referral to Guidance Officer or Chaplain ▪ Referral to other agencies e.g Police, Department of Child Safety ▪ When student fails to arrive on time, parents are contacted immediately to follow up ▪ Check in – check out 	<p><u>Home</u></p> <ul style="list-style-type: none"> ▪ Earlier bedtime ▪ Using an alarm clock ▪ Establishing a reward chart ▪ Provide a medical certificate ▪ Notify school promptly about absence

