



Ithaca Creek 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.

Ithaca Creek State School expects that every student will attend school every day of the school year unless prevented by reasonable circumstances.

Ithaca Creek State School attendance policy aims to maximise participation in learning programs by all students.

School Community beliefs about the importance of attending school

It is important that students, staff and parents/guardians have a shared understanding of the importance of attending school.

Ithaca Creek State School is committed to promoting the key messages that Every Day Counts. Therefore;

- believes all children 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.

School Responsibilities

- The class teachers will mark rolls diligently and accurately every morning and afternoon.
- Class absences are recorded and reported electronically using OneSchool, and by paper modes (supply teachers, Friday sport and specialist teachers only use paper modes).
- **Contact is made with parents/ guardians by class teachers within three days for unexplained absences if the student has returned with no explanation.**
- Contact is made with parents/ guardians by the school administration if a pattern of absence is noted or a student is absent for three consecutive days without explanation by parents/guardians.
- Students who are found to be truant for any part of a school day, are reported to parents/ guardians immediately by the school administration and appropriate consequences are applied.
- Pro-active and supportive strategies are employed with students who demonstrate an unwillingness to attend school.

Responsibility of students

- Every student will attend every day of school throughout the year. Research clearly shows that students who attend very regularly achieve much better results across the long term.

• **If students come late to school (after the 8.50am bell) they must collect a late slip at the office. The students must present the late slip to the supervising teacher. Persistent lateness will lead to notification to parent/guardian.**

• Students remain at school for the entire day.

• Students ensure their parents/ guardians provide them with a note or telephone call explaining absences.

Responsibility of Parents

• Parents/guardians actively support the school to ensure their child(ren) attend school every day of the year.

• Parents/ guardians provide a note, email, telephone the school absence line or use QParents to notify the office if their child(ren) are late or absent from school.

• Parents/ guardians provide notification prior to any planned early departure from school and remind their child(ren) that they must report to the office where an early departure slip will be generated

Office staff will call early departing students to the office. Parents/Guardians must not collect students themselves.

• **Parents/ guardians inform the school of all absences via note, email, phone call or through QParents as soon as possible (by 9.00 am on the day of the absence). If notification has not been received by 9.15 an automated text notification will be sent to the parents.**

• **Parents/guardians give forewarning of known future absences, in particular long term absences. An application for *Exemption from Compulsory Schooling and Participation* must be submitted if your child is to be absent for more than 10 consecutive school days (copy attached)**

• Parents/ guardians will actively and promptly instruct their child(ren) to follow up with their teachers after all absences to ensure they have all the required work to continue successfully in their classes.

Strategies

At Ithaca Creek State School we promote 100% attendance by:

• Promoting a positive and supportive school environment

• Consistent follow up of absences with parents/caregivers

• Working with students and families to reduce absenteeism

Responses to absences

At Ithaca Creek State School, we are committed to achieving the following targets in improving attendance:

• Reduce the number of students not attending more than 85% of school days to zero in each year level.

• Maintain the school's overall attendance to >97%.

Extended Absence Policy

When a student is absent without explanation for three days or a pattern of absences has been identified, the school will take the following actions:

• Class teacher will notify the Principal.

- Principal/Office staff will contact parents, verify reason for absence and record in Oneschool
- Principal/Office staff will monitor for ongoing student absences

Result of Extended Absence

At Ithaca Creek State School the consequences or impacts of unexplained or unauthorised absences may include the following:

- Referral to Guidance Officer and/or outside agencies;
- Meeting with parents/guardians;
- Development of an Individual Attendance Plan for students;
- Formal processes as per Education Queensland policy up to and including referral by the Director General for prosecution under the Education (General Provisions) Act.

Reporting and monitoring attendance

At Ithaca Creek State School reports of absence or truanting are taken seriously. Parents, members of community and school staff may report an absence in the following ways:

- Telephone (school absence line) email to the school office
- Signed/dated note sent with the student
- In person to the office or class teacher

Or through the Qschool app

Some related resources

Every Day Counts

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

Departmental Policies and Procedures

[Managing Student Absences and Enforcing Enrolment and Attendance at State Schools](#)

[Roll Marking in State Schools](#)