



Attendance Plan and Policy 2020

Rationale

Dalby State School is committed to providing a safe and supportive learning environment for all students while addressing their educational needs. This school believes that consistent, full time attendance and punctuality is essential to support students throughout their education and to ensure academic success. This attendance plan and policy has been prepared in accordance with the following policies, guidelines and values of:

Respect – Safety – Learning

Departmental policies and guidelines

- [Managing Student Absences and Enforcing Enrolment and Attendance at State Schools: Version 5.1 24/01/2020](#)
- [Roll Marking in State Schools: Version 5.2 05/06/2020](#)
- [Flexible Arrangements for School Students: Version 3.1 21/03/2019](#)
- [Exemptions from Compulsory Schooling and Compulsory Participation: Version 4.1 14/06/2018](#)

Dalby State School expects at least 94% attendance with no unexplained absences. Our attendance expectations are:

- Be At School
- Be Here Every Day
- Be On Time

Dalby State School attendance policy aims to ensure that all students are accounted for in a safe and supportive learning environment.

School community beliefs about the importance of attending school

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school every day. Dalby State School:

- is committed to promoting the key messages of Every Day Counts
- believes that it is a parent's and/or guardian's responsibility to ensure that their child/ren attend school every day
- requires parents/guardians to advise the school of all student absences
- 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

Responsibilities

School responsibilities:

- Monitor, communicate and implement strategies to improve regular school attendance.
- Follow up all unexplained absences.
- Ensure that out of home student alerts are in place and ensure that any unexplained absences are followed up with telephone call to carer. If unable to contact carer, contact made with child safety.
- Send SMS messages daily for all unexplained absences.
- Ensure the timely and correct marking of all classroom rolls in accordance with departmental procedures.
- Phone call to parents from teachers when 3 unexplained days in a row.
- Follow the department policies and guidelines for all unexplained absences.
- Send absence letters each week for 2 or more unexplained days.
- Ensure that relieving teachers are provided with rolls for relevant classes.
- Regular reminders to staff of the importance of correct roll marking.
- Regular reminders to staff to emphasise to the children, the importance of attending every day.
- Ensure that exemptions from compulsory schooling and compulsory participation are completed and recorded in appropriate situations.
- Communicate with School Operations Unit as required.

Teacher responsibilities:

- Teachers to mark their class rolls promptly at 9.10am and 1.50pm on OneSchool on each school day. If, for some reason, OneSchool is not working, manual rolls are to be marked.
- If a student has been away for three consecutive days without explanation, teachers are to ring or email parents/caregivers to find out why. Contact to be recorded on OneSchool and advise admin.
- Advise admin if teacher is unable to make contact with parent/caregiver.
- Students sent to the office if they arrive in the classroom late without a late slip.
- All students leaving early are to sign out through the office.
- Emphasise to the children, the importance of attending every day.

Student responsibilities:

- Students to arrive by 9am or sign in late at the office.
- When leaving early, students must sign out through the office.
- Communicate to parents, the importance of letting the school know of any absences.
- Communicate to parents, the importance of attending school every day.
- Not letting the class down and improving the chances of a class award for attendance.

Parent responsibilities:

- To advise school of any absences via absence line number: Ph:4672 3660, absence email: absences@dalbyss.eq.edu.au, Schoolzine, in person or by note.
- Ensure that children are on time for the commencement of each school day.
- Children arriving late need to be signed in at the office by a parent/guardian.
- Ensure that children are enrolled and attend every day all day.
- Children leaving early need to be signed out at the office by a parent/guardian.
- Apply to the Principal for an Exemption from Compulsory Schooling and Compulsory Participation if absence of over 10 days (acceptable reasons include illness, family reasons, cultural or religious reasons).



Strategies

At Dalby State School we promote 100% attendance by:

- rewarding students with an attendance certificate
- awarding Dojo points for each day of attendance
- classroom award for best class attendance each week and published in the School Newsletter each week
- attendance expectations published regularly in the School Newsletter

Reporting and monitoring attendance

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

- 94% attendance with no unexplained absences

When a student is absent without explanation for 3 days or a pattern of absences has been identified, Dalby State School will take the following actions:

- SMS message each unexplained day
- School will contact home by way of a phone call
- Absence letter sent weekly
- Support letters sent as required regarding unexplained absences and attendance percentage including consistent late arrival.
- Home visits by Principal and local Police
- Notice - Form 4 – Failure to attend sent by Registered Mail following 10 school days.
*(Forms 4 and 5 and Template 6 (General Briefing Note) are available in OneSchool (Behaviour Support /Manage Incident/enter student name and date range/Enforcement of Attendance tab follow prompts and generate letters, send by Registered Mail – **Signed copy of Notice (Form 4) – date, time and whom posted it to be kept**).*
- Meeting with parents/guardians
- Warning Notice - Form 5 – Parents failed to attend meeting or no change in circumstances within 5 school days then sent by Registered Mail.
*(Forms 4 and 5 and Template 6 (General Briefing Note) are available in OneSchool (Behaviour Support /Manage Incident/enter student name and date range/Enforcement of Attendance tab follow prompts and generate letters, send by Registered Mail – **Signed copy of Notice (Form 5) – date, time and whom posted it to be kept**).*
- If there is no change in attendance a week (5 school days) after the Warning Notice (Form 5) was sent, requests Performance, Monitoring and Reporting Branch to conduct a search for information (approval for search to be given by an authorised officer in the region – Principal Advisor Education Services or Principal Advisor Regional Services or Director Regional Services) regarding enrolment and attendance to ensure the child is not enrolled at another state school (including School of Distance Education); and checks with Home Education Unit whether the child is registered or provisionally registered for home education.

- Advise School Operations Unit before commencing General Briefing Note (GBN) in preparation of legal proceedings.
- Template 6 has to be consented to by the Regional Director
- Qld Police Service in cases of very poor attendance, record all attempts of contact and any replies on OneSchool.

At Dalby State School, the consequences or impacts of unexplained or unauthorised absences might include the following:

- SMS message each unexplained day
- Telephone call from teacher following 3 days unexplained absence
- Absence letter sent at the end of each week
- In cases of very poor attendance, record all attempts of contact and any replies on OneSchool
- Notice - Form 4 – Failure to attend sent by Registered Mail following 15 unexplained days
- Warning Notice - Form 5 – Failure to attend sent by Registered Mail if no reply to Form 4 following another 7 days
- Advise School Operations Unit before commencing General Briefing Note (GBN) in preparation of legal proceedings
- Liaising with the local Police force
- Home visits by Principal

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](#)

[Flexible Arrangements for School Students](#)

[Exemptions from Compulsory Schooling and Compulsory Participation](#)

