

Dalby State School Attendance Plan and Policy 2017



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 4.4. 31/01/2017
- Roll Marking in State Schools: Version 4.1 25/01/2017
- Flexible Arrangements for School Students: Version 2.2 10/01/2014
- Exemptions from Compulsory Schooling and Compulsory Participation: Version 3.6 06/02/2015

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 guardian's responsibility to ensure that their child attends school on every school 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 truancing 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
- 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 are to be 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: 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
- Telephone call from teacher following 3 days unexplained absence
- Absence letter sent at the end of each week

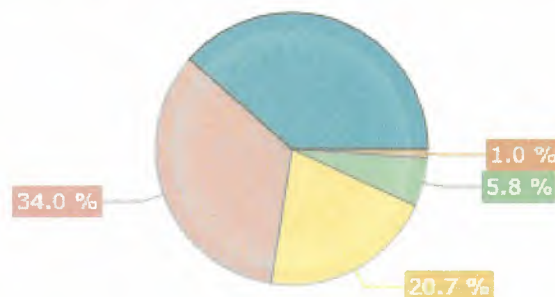
- In cases of very poor attendance, record all attempts of contact and any replies on OneSchool
- Forms 4 and 5 and Template 6 (General Briefing Note) are available in OneSchool (Behaviour Support/Manage Incident/enter student name and date range/Enforcement of Attendance tab follow prompts and generate letters, send by Registered Mail)
- 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
- Home visits by Principal and local Police
- Advise School Operations Unit before commencing General Briefing Note (GBN) in preparation of legal proceedings

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

Year Period Year Level Student Group

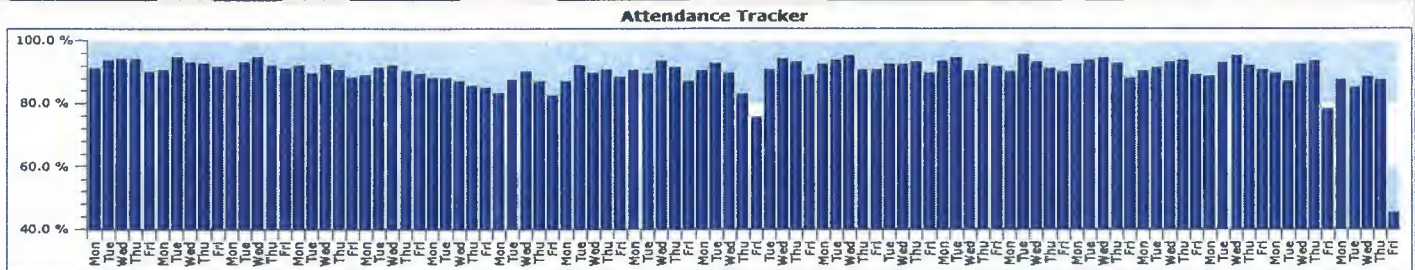
Proportion of Personal and Disciplinary Absences



Absence Reason

Illness Unexplained Other Holiday Disciplinary

<p>Attendance Rate</p> <p>92.0 %</p>	<p>Attendance Rate</p> <p>85.7 %</p>	<p>Attendance Rate</p> <p>90.2 %</p>	<p>Attendance Rate</p> <p>83.9 %</p>
All Semester 1, 2015	Indigenous Sem 1, 2015	All Semester 2, 2015	Indigenous Sem 2, 2015
<p>Attendance Rate</p> <p>92.3 %</p>	<p>Attendance Rate</p> <p>88.7 %</p>	<p>Attendance Rate</p> <p>89.3 %</p>	<p>Attendance Rate</p> <p>83.0 %</p>
All Semester 1, 2016	Indigenous Sem 1, 2016	All Semester 2, 2016	Indigenous Sem 2, 2016
<p>Attendance Rate</p> <p>92.9 %</p>	<p>Attendance Rate</p> <p>88.8 %</p>	<p>Daily Attendance Attendance Rate</p> <p>94.0 %</p>	
All Semester 1, 2017	Indigenous Sem 1, 2017	Non-Indigenous Sem 1, 2017	



Roll Marking in State Schools

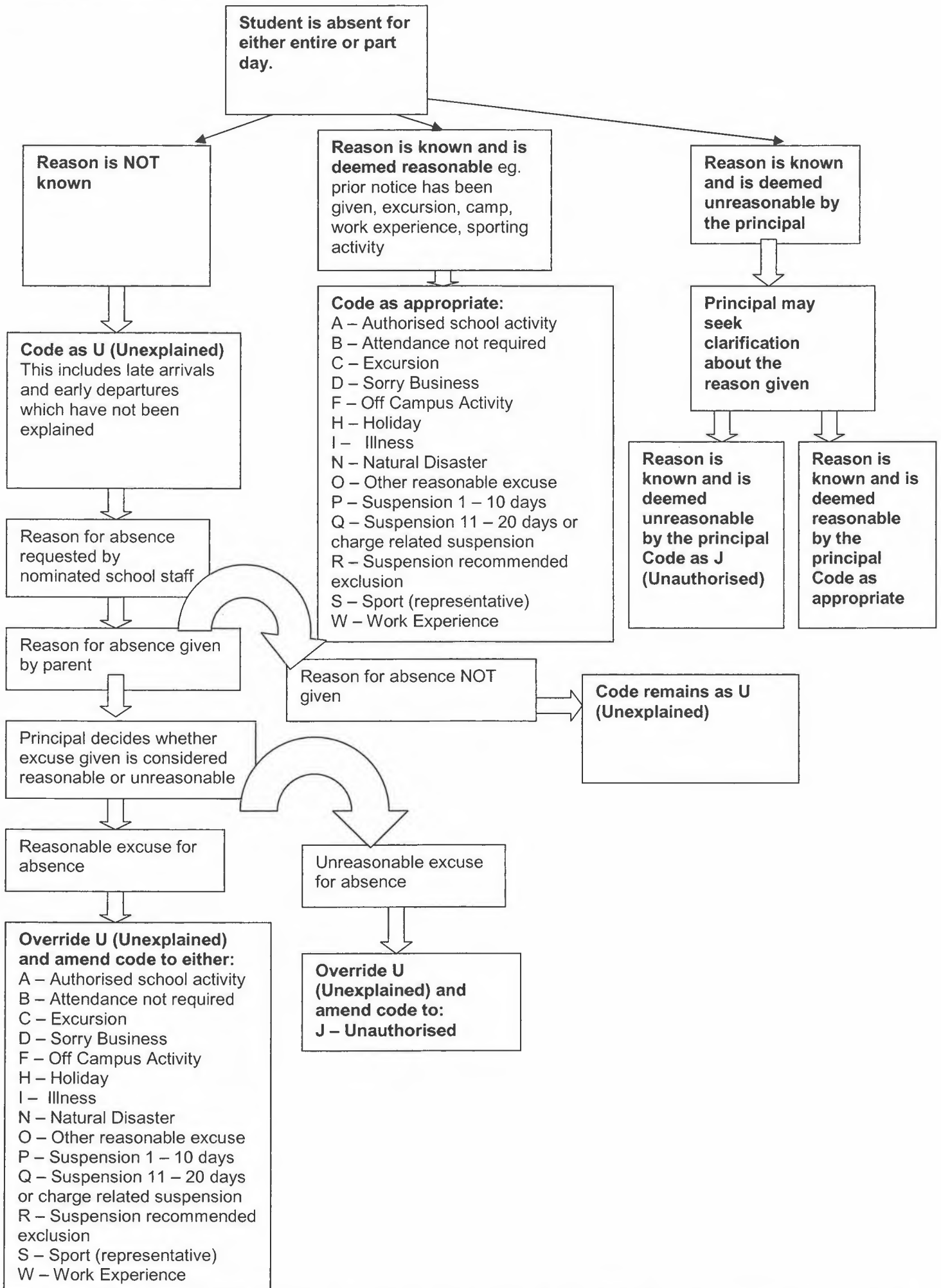
Table 2 – Absence reason codes for reasonable excuse

Reason why student is not physically present at school	Code	Explanatory notes	Counted as an absence*
School activity	A	Student is participating in an authorised school activity for school purposes. May include participation in school choirs, youth parliament, or community service, or attendance at a hospital school. Refer to the Guidelines.	No
Attendance not required	B	Student was not required to attend school on this day as it is not included in his/her educational program, or for a student with charge-related reasons the student has enrolled in a School of Distance Education or engaged in an educational program. This code also applies if the student is in a youth detention centre.	No
Excursion	C	Student is participating in an excursion which occurs outside the school grounds and is conducted, organised and/or approved by the school. Excursions could include part-day, full-day or multi-day class visits to venues outside the school or school camps.	No
Off Campus activity	F	Student is participating in an authorised activity that is away from the school campus. These activities may include flexible arrangements, attendance at a TAFE or other training provider course, participation in a VET activity or participation in a school-based apprenticeship or traineeship. These activities will be regular and ongoing.	No
Holiday	H	The parent, or the student if they are living independently, has informed the school that the student/family is taking a holiday. Note that holidays during the school term should be discouraged. If the absence is more than 10 consecutive days, an exemption is required. Refer to Exemptions from Compulsory Schooling and Compulsory Participation .	Yes
Illness	I	The parent, or the student if they are living independently, has informed the school that the student is sick. This includes all references to ill health or reasons related to the health of the student. If a medical certificate has been provided this should be noted in OneSchool and kept on file. If a child is unable to attend school for a period longer than 10 consecutive school days, an exemption is required. Refer to Exemptions from Compulsory Schooling and Compulsory Participation . A child may be absent from school if the child is, or is a member of a class of persons that is, subject to a direction or order given about an infections or contagious disease or condition.	Yes
Natural Disaster	N	Student is unable to attend school due to an extreme weather event or other natural disaster.	No
Sorry Business	D	Aboriginal and Torres Strait Islander students participating in sorry business. Refer to Guidelines .	Yes
Other	O	The principal has determined that the excuse provided by the parent or student (where the student is an adult or where it would be inappropriate to ask the parent) is reasonable. Principals must use the Guidelines to determine reasonable excuses and document these reasons. This code may be used for medical and dental appointments, religious observances, funerals, and legal matters.	Yes
Short suspension	P	Student is suspended for 1 to 10 days under s283 of the EGPA.	Yes
Long suspension	Q	Student is suspended for 11 to 20 days under s283 of the EGPA, or for a student with charge-related reasons, the student has not enrolled at a School of Distance Education or engaged in an educational program.	Yes

Suspension – recommended exclusion	R	Student is suspended with the recommendation for exclusion under s293 of EGPA.	Yes
Sport (Representative Sport)	S	Student is representing their school, district, region, state or nation at a sporting event recognised by the school.	No, if representing their school, district, state or region. Yes, in all other circumstances.
Sport (Non-representative)	O	Student is participating in sporting activities that are not endorsed by the school and is not representing the school, district, region, state, or nation.	Yes
Work experience	W	Student is participating in an approved work experience program.	No
Exemptions	Z	Student has an exemption from schooling. Refer to <u>Exemptions from Compulsory Schooling and Compulsory Participation</u> .	No

**For absences less than 2 hours (i.e. E or L code from Table 1), the absence will not be counted irrespective of reason given.*

Flowchart for recording student absences





Regular school attendance

Did you know? Research shows that in Queensland, higher student attendance at school is associated, on average, with higher student achievement.

Why is regular attendance at school important?

Regular school attendance will mean that your child gets a better chance at life. Your child will achieve better when they go to school all day, every school day:

- they learn better
- they make friends
- they are happier
- they have a brighter future.

Why must I send my child to school?

Under Queensland law, you must make sure your child of school age is enrolled and attends school all day, every school day unless they have a reasonable excuse. Illness, doing work experience, competing in a school sporting event or going on a school excursion are reasonable excuses for being absent from school.

Principals decide if the excuse given for your child's absence is reasonable.

Avoid keeping your child away from school for:

- birthdays, shopping, visiting family and friends, if they sleep in, looking after other children, minor check ups or care such as hair cuts.

Routine medical or other health appointments should be made either before or after school or during the school holidays.

While it is a last resort, it is important to understand that you may be prosecuted if your child is not attending school regularly.

What should I do if our family is going on a holiday in school time?

You are encouraged not to schedule holidays during school time. If your family holiday is during school time, let the school know in advance and talk about what arrangements can be made for your child. Depending on the circumstances the school may be able to provide tasks for your child to complete while they are absent or assist you to organise an exemption from schooling.

Do I need to let the school know if my child has been away from school?

Yes, you must let the school know the reason why your child is absent from school, if not beforehand, then within two school days of their return to school.

Having problems getting your child to school for some of these reasons?

- won't get out of bed in the morning
- won't go to bed at night
- can't find their uniform, books, school bag ...
- slow to eat breakfast
- haven't done their homework
- watching TV



- have a test or presentation to do, have an assignment to hand in
- it's their birthday.

A set routine can help

- have a set time to go to bed
- have a set time to get out of bed
- have uniform and school bag ready the night before
- have a set time for starting and finishing breakfast
- set a time for daily homework activities
- speak about school positively
- be firm, send your child to school every school day including their birthday and the last day of term!

What should I do if my child won't go to school?

You should contact the school as soon as possible for advice and support.

Every day counts

MOST STUDENTS ATTEND SCHOOL EVERY DAY

It's important that children are at school all day, every day 



OK reasons to stay home from school



sick



natural disasters



It's NOT OK to skip school to

shop, sleep in, finish an assignment, go on holidays

EVERY DAY AT SCHOOL COUNTS

Missing even 1 day can make a difference



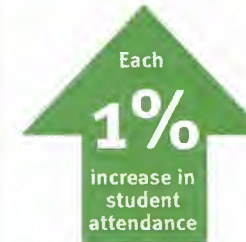
Each day's learning builds on what has been learnt before

Good attendance begins in Prep



It's where good habits begin

ATTEND ALL DAY, EVERY DAY



*Based on historical data.

What parents can do

- Promote the importance of school
- Get to know the teacher
- Go to school events
- Read the school newsletter
- Be organised at home
- Supervise homework
- Ask about your child's day
- Volunteer to help at school

Get involved in your child's school

For more information

Go to the **Every day counts** website: <http://education.qld.gov.au/everydaycounts/>



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

Every day counts – Is your child at school today?

www.education.qld.gov.au/everydaycounts