



# Pittsworth 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.

Pittsworth State School expects that every student will attend school and participate in learning, every day. Pittsworth State School's attendance policy aims to ensure that all students are given the best opportunity to learn by outlining the responsibilities of the school, parents and students in managing attendance issues.

## 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. Pittsworth State School:

- is committed to promoting the key messages of Every Day Counts
- 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 and identify student absences as outlined in *SMS-PR-036: Roll Marking in State Schools*
- Follow up absences quickly and address absence issues with parents and carers
- Follow Education Qld policy and procedures for enforcing enrolment and attendance in *SMS-PR-043: Managing Student Absences and Enforcing Enrolment and Attendance at State Schools*



### **Student responsibilities:**

- Attend school every day unless there is an acceptable, justified and/or reasonable excuse for absences
- Make sure that “Every Day Counts” while at school

### **Parent responsibilities:**

- Ensure that their child is enrolled at school and regularly attends the educational program provided at Pittsworth State School
- Ensure that their child arrives at school on time each day
- Contact the school prior to any planned absence
- Provide an explanation, if not beforehand then within 2 days of the child’s return to school, each time their child is absent from school. This may take the form of a medical certificate, written explanation or a verbal explanation to the school through either a phone call or visit to the school.
- Provide sufficient evidence (medical certificates) in cases where a student is absent due to illness for: three (3) or more consecutive days OR three (3) or more days within a school week

## **Strategies**

At Pittsworth State School we promote 100% attendance by:

- Implementation of the School Attendance Policy
- Development of a safe and supportive school environment that promotes positive relationships, including Positive Behaviour for Learning, the implementation of programs to develop social skills (School Chaplain, Buddy classes) and to provide support mechanisms for families (Guidance Officer, Queensland Police, Department of Child Safety, CYMHS)
- Consistently recording and following up unexplained student absences
- Monitoring of the school’s attendance data to identify absenteeism trends and individual students with high levels of absenteeism
- Promote high expectations for school attendance to the school community by communicating that higher school attendance is associated with higher student achievement (school newsletter, parent meetings, school website)

## **Responses to absences**

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

- Greater than 95% for our whole school attendance
- Less than 10% of our school, with an attendance rate below 90%





When a student is absent without explanation for 3 consecutive days OR 3 days within a five day period OR a pattern of absences, or frequent absences have been identified, Pittsworth State School will take the following actions:

- The parent or carer will be contacted by the class teacher or school administration (by a note or telephone call) to determine if there is a reasonable excuse for the absence/s (Director General's Guidelines ss176 and 239 of the Education (General Provisions) Act 2006)
- Records of contact with parents and carers regarding such absences will be recorded in OneSchool
- If, after 10 days, the student is still not attending school regularly, the school will follow the processes for managing student absences as outlined in the Education (General Provisions) Act 2006 – SMS-PR-043. This includes the reporting of persistent and/or unexplained absences to Education Queensland, The Queensland Police Service and the Department of Child Safety.

At Pittsworth State School the consequences or impacts of repeated/frequent absences, unexplained or unauthorised absences, whereby a student is attending school for less than 90% without a reasonable excuse, might include the following:

- Being ineligible to participate in:
  - Extra-curricular activities (camp, excursions, special events, arts councils etc),
  - School sports (representative, zone/district/carnivals)
  - Inter-school sports (rugby league, netball, soccer etc)
  - Music and other arts programs
  - Graduation and other end of year events
- Being ineligible for consideration to a school leadership position including: sports captains, house captains, school captains, music captains, prep captains, student council. Or; having the position removed if already currently held
- Exclusion from Star Performers Day and other behaviour based celebrations

## Reporting and monitoring attendance

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

- Written explanation
- Verbal explanation to the school through either a phone call or visit to the school
- School absentee email – through our website link





## 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](#)

## Endorsed

*Matt Winter*

School Principal

11/8/16

Date

*[Signature]*

P&C President

11/8/16

Date



**Queensland**  
Government