Proserpine State High 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.

Proserpine State High School expects 100% attendance unless prevented by reasonable circumstances. The minimum benchmark for every student is 95% attendance.

95% attendance equates to:
- 2.5 days absence per term
- 5 days absence per semester
- 10 days absence per year

Research shows that regular attendance is integral to successful academic, employment and social outcomes. Accordingly, it is important that students, staff and parents/carers have a shared understanding of the importance of regular student attendance.

School community beliefs about the importance of attending school

Proserpine State High School

- Is committed to promoting the key messages of *'Every Day Counts'*
- Believes all children should be enrolled at school and attend school every day, for the entire 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:

- Provide a safe and supportive learning environment for all students
- Implement support structures to enable students to maintain engaged or re-engage with their schooling.
- Monitor and identify student absences as outlined in *'Roll marking in State Schools'* procedure
- Follow up absences quickly and address absence concerns with student support services and parents or carers
- Follow Department of Education policy and procedures for *Managing student absence and enforcing enrolment and attendance*

Local Spirit.
Universal Success.

Student responsibilities:

- Attend school every day unless there is a justifiable reason for an absence
- Be punctual and prepared to make every day count for their learning
- Follow Proserpine State High School attendance processes, every day.

Parent responsibilities:

- Ensure that their children are enrolled at school and attend school every day
- Ensure that all planned absences have justifiable reason, which is promptly communicated to the school
- Ensure that they contact the school promptly for any unintended absence, noting the reason
- This is to occur by 9am on the day of, or within two days of returning to school
- Ensure that they notify the school of any change in contact details
- Contact the school Student Support Services Team if a student is refusing to attend school. An appointment can be made through Administration.

Please note the Queensland Government *Compulsory Education and Participation* obligations.

A child is considered to be of **compulsory school age** from 6 years and 6 months until they turn 16, or they complete Year 10 (whichever comes first).
Parent/carer of compulsory-school-aged children must:
- Enrol them at a school
- Ensure they attend school on every school day, unless the parent has a justifiable reason.

Parent/carer of a young person in the **compulsory participation phase** must ensure the young person is participating full-time in an eligible option, unless the parent/carer has a reasonable excuse. Compulsory participation phase begins when the young person turns 16 or completes Year 10 and ends when the person achieves either of the following:
- Queensland Certificate of Education, Senior Statement, Certificate III or Certificate IV
- Has participated in the above eligible options for two years
- Turns 17 years of age.

Communication of student absence can be made via the following:

SZ App: Click 'Absentee' icon and enter relevant details
Student Absentee Line: (07) 4945 0160
School Administration: (07) 4945 0111
Reply text message: Reply to previous Proserpine State High School attendance text message

Strategies

At Proserpine State High School, we promote 100% attendance by:

- Providing a safe and supportive school environment that promotes positive relationships
- Communicating and promoting high expectations of attendance
- Monitoring student attendance data to identify at risk students
- Providing intervention and support for identified students
- Celebrating students who achieve Proserpine State High School attendance benchmark, or greater.

Responses to absences

At Proserpine State High School, regular attendance is celebrated. Rewards and recognition are as follows:

INDIVIDUAL ATTENDANCE	
100% Attendance	**Minimum benchmark of 95% attendance**
100% attendance certificate awarded at end of each term and school year - Newsletter publication - Random prize draw for students achieving 100% attendance at end of each term	- Congratulatory e-mail or letter to student and parent/guardian - Congratulatory BBQ at the end of each term

CARE GROUP ATTENDANCE
- Prize awarded to the Care Group of each House with the largest percentage attendance at the end of each term   - Attendance points contribute to House Cup competition.

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

- Parent/carer contact
- Complete lunchtime detentions
- Administration monitoring
- Attendance alert
- Missed opportunity to represent the school in extra-curricular events.

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

- Student 3-day consecutive absence data is collated by Attendance Officer at weekly intervals
- Parents or carers of student will be contacted by Attendance Officer to clarify reason for absence
- If Attendance Officer is unsuccessful in making contact or unable to gain a reasonable response, they will refer the matter to the Student Support Services Team
- Student Support Services Team to commence effective case management processes to support student's attendance, which may include referral to Year Level Coordinator.

Reporting and monitoring attendance

Absence with [justifiable reason](#) occurs when it is deemed in the best interest of the health, learning or wellbeing of the student, or the school, for a student not to attend. Student representation in extra-curricular activities, during school time, requires approval from the Principal. The following is a list of examples of absence with reasonable circumstance:

- Illness certified by a medical professional
- Medical appointment that can't be made outside of school hours
- Specialised instruction (e.g. training or learning in a subject or activity separate to school curriculum)
- Approved significant family event
- Bereavement.

Absence with [unjustifiable reason](#) includes, but is not limited to, the following:

- Non-medical appointments
- Fishing
- Completing unfinished assignments or school work
- Celebrating birthdays
- Part-time employment
- Daily errands or leisure activities

Arriving late to school

Students are to report directly to the Administration Office when arriving late to school (after 8:55am). Reason for late arrival must be communicated from the parent/carer via either of the following:

- SZ App
- Phone call to 07 4945 0160
- Signed, dated note from parent/carer noting the reason for late arrival.

A 'late pass' will be provided to the student for admission to class. Students who do not report to the office will be marked absent for the lesson.

Early departures

Approved early departures may be issued in justifiable circumstances. Parents/carers are to contact the school, stating the reason for request of early departure, prior to 8:45am that day. Approval of early departure is at the discretion of the Principal or Principal's delegate. In approved circumstances, students will be issued an early departure slip, which is presented to the classroom teacher and administration team prior to leaving school grounds. Reason for early departure must be communicated from the parent/care via either of the following:

- SZ App
- Phone call to 07 4945 0160
- Signed, dated note from parent/carer noting the reason for late arrival.

Attendance Procedures

ROLE	RESPONSIBILITIES	FOLLOW UP
Class Teacher	Daily • Mark student attendance on ID Attend at the beginning of each teaching period/parade • Mark attendance manually/paper roll if ID Attend is not accessible • Support and promote school attendance processes	Daily • Report inconsistencies in attendance (e.g. student is present Period 1 and absent Period 2) to Attendance Officer/Administration • Check unmarked roll notification and complete any unmarked rolls. If teacher was absent during teaching period, notify Attendance Officer
Attendance Officer	Daily • Receive and process student absence explanations on ID Attend (absence line, emails, written communication) • Receive and process late arrivals and early departures on ID Attend • Process attendance taken by manual rolls • Collate inconsistencies in roll marking data from 3:15pm • Collate unmarked roll data from 3:15pm Weekly • Collate 3-day consecutive student absent data • Collate student less than 50% attendance data (Year to Date) Termly • Every two weeks, collate 'unmarked classes' data to provide to Principal for follow up • Week 4 of term collate data for students who have >5 unexplained absences • Week 5 and 9 of term collate student <85% attendance data (Year to Date) • Week 9 of term collate >94% student attendance data (Year to Date) • Week 9 of term collate 100% student attendance data • Produce 100% attendance certificates • Week 9 of term collate attendance data to identify highest Care Group percentage attendance for each House	Daily • Text message sent to parents or carers (by 10am) if student is marked absent without explanation • Unmarked rolls notification sent to whole staff e-mail Weekly • Report 3-day consecutive absence data to Student Support Services Team and Year Level Coordinator's (YLC) • Report student less than 50% attendance data (Year to Date) to Student Support Services Team Termly • Week 4 of term, prepare and send parent/carer e-mails to students who have >5 unexplained absences. Request clarification of absences. • Week 5 and 9 of term, report student <85% attendance data (Year to Date) to Deputy Principal Student Engagement Wellbeing (SEW), for review • Week 9 of term report >94% and 100% student attendance data to Head of Department Student Engagement Wellbeing (SEW) • Week 9 of term, receive list of identified students <85% from Deputy Principal (SEW) • Week 10 of term, prepare and send parent/carer attendance e-mail for identified students • Present Care Group attendance data to Head of Department (SEW)

Care Group Teacher	Daily • Mark student attendance on ID Attend at the beginning of each care group • Mark attendance manually/paper roll if ID Attend is not accessible • Handout inconsistent absence slips to students in Care Group • Support and promote school attendance processes Week 4 & 8 of Term • Access Care Group Attendance Report (Year to Date)	Weekly • Encourage students to clear inconsistent absences through school process • Have targeted conversations with students at risk, based on attendance data Termly • Promote and celebrate students that achieve attendance benchmark (>94%) or greater
Year Level Coordinator	Weekly • Monitor student attendance throughout respective year level • Receive individual student referrals from Student Support Services Team (relating to 3-day consecutive absences) • Receive student inconsistent absence reports for respective year level Termly • Distribute 100% Attendance certificates Yearly • Distribute 100% Attendance certificates	When required • Have targeted conversations with students • Contact parents/carers of student referrals • Record contact on OneSchool • Communicate student monitoring information to Head of Department (SEW)
Student Support Services Team	Weekly • Meet to discuss student attendance data (less than 50% and 3-day consecutive absences) • Identify actions, timelines, key team members	When required • Develop and implement individual student engagement plan • Commence effective case management process for students • Contact parent/carer of students commencing case management • Develop and implement student part time education plan, where appropriate

| Head of Department (Student Engagement and Wellbeing) | Weekly
• Receive 3-day consecutive and less than 50% student absence data from Attendance Officer
• Receive inconsistent absences from Attendance Officer

Termly
• Week 9, receive 'attendance benchmark' and 100% student attendance data from Attendance officer
• Collate attendance data to be included in House Cup competition
• Receive Care Group attendance data from Attendance Officer. Report data to Principal to present prizes to winning Care Groups

Yearly
• 100% Attendance certificates presented on end of year Junior Secondary Parade | Weekly
• Report student 3-day consecutive attendance data and inconsistence absences to YLC's for follow up
• Assign student referrals to YLC's for attendance monitoring and follow up

Termly
• Week 9/10 communicate 100% student attendance names to newsletter coordinator for publication
• Week 9/10 celebrate students with 100% attendance through certificate presented on Year level Parades
• Week 10, complete 100% student attendance random prize draw and present to winner
• Week 10, prepare and send parent/carer congratulatory e-mail/letter for students achieving benchmark or greater
• Collaborate with Deputy Principal (SEW) and Administration Officer to organise and conduct 'attendance benchmark' celebratory BBQ
• Week 9/10 report House Cup competition attendance data to Deputy Principal (SEW) and Principal

When required
• Case manage students at risk, as part of Student Support Services Team |
| Deputy Principal | Weekly
• Monitor student 3-day consecutive absence and less than 50% attendance data
• Promote and support school attendance processes
• Monitor student attendance patterns (e.g. late arrivals or early departures)

Termly
• Week 5 and 9 of term, receive <85% student attendance data from Attendance Officer | Termly
• Collaborate with HOD (SEW) and Administration Officer to organise and conduct 'attendance benchmark' celebratory BBQ
• Week 5 and 9 of term, Deputy Principal of relevant year level to review <85% student attendance data. Consult with Guidance Officer to identify students for parent contact. Communicate identified students to Attendance Officer

When required
• Case manage students at risk, as part of Student Support Services Team
• Ensure follow up notes are recorded in Student Support Services meeting |

Principal	Termly	Termly
	• Week 5 and 9 of term, receive <85% student attendance data from Attendance Officer • Week 9/10 of term, receive attendance data from HOD (SEW) for House Cup point allocation • Every two weeks, receive 'unmarked classes' data from Attendance Officer • Week 4, receive unexplained absence letters from Attendance Officer for review and approval When required • Set attendance targets documented in School Improvement Agenda • Approve special absence due to extra-curricular representation • Approve part-time attendance arrangements and exemptions • Communicate school attendance policy to all stakeholders	• Week 5 and 9 of term, review <85% student attendance data and identify students for parent contact. Communicate identified students to Attendance Officer • Communicate outstanding unmarked roll notifications to relevant staff • Week 10 of term, present prizes to winning Care Groups (highest attendance percentage) on whole school assembly

Every Day Counts

The Proserpine State High School Attendance Policy aims to ensure students, staff, and parents/carers value education and become respectful, responsible and engaged members of our community. Students can track their attendance via the Student ID Scanner.

ATTENDANCE PERCENTAGE	ARE YOU ENGAGED?	NUMBER OF ABSENT DAYS PER TERM	NUMBER OF ABSENT DAYS PER YEAR
95% or greater	You are engaged and giving yourself every opportunity to succeed.	2.5 days	10 days or less
85-94%	You are mostly engaged. How can we support you to increase your engagement?	3 – 7.5 days	12 – 30 days
75 - 84%	Your engagement is poor and impacting your opportunities to learn.	8 – 12.5 days	32 – 50 days
Less than 75%	Your attendance rate is adversely impacting your engagement and school experience.	13 days	52 days or more

At Proserpine State High School, we are responsible. Part of being responsible is arriving to lessons on time. Arriving late to lessons has a detrimental impact on student engagement and disrupts the learning of others.

PER DAY	PER WEEK	PER TERM	PER YEAR	OVER 6 YEARS OF SCHOOLING
0 minutes late – You are being responsible for your education, respectful of your peers and engaged in your learning				
5 minutes	25 minutes	4 + hours	16 hours or 3.2 days	19.2 days or 4 weeks
10 minutes	50 minutes	8 + hours or 1.5 days	33 hours or 1 + week	39 + days or 8 weeks
20 minutes	1 hour and 40 minutes	16 + hours or 3 + days	66 + hours or 2 + weeks	16 weeks or 1.5 + terms
30 minutes	2.5 hours	25 hours or 5 days	20 days or 4 weeks	24 weeks or 2 + terms

Some related resources

Every Day Counts

https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts

Proserpine State High School Policies and Procedure

Parent Guide

Student Code of Conduct