Rossville State Schools Attendance policy
Rossville State School P-7

**Rationale**
All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs.

Rossville State School expects, whenever possible students attend school for the full school day. It would be expected that students participate and engage fully in all facets of school life.

Rossville State School attendance policy aims to clarify expectations for students, staff, families and wider community.

**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. Rossville 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 record student attendance with fidelity.
- Investigate and analyse attendance data.
- Follow up all unexplained absences.

Student responsibilities:

- To attend all classes
To engage actively in all school activities.

Parent responsibilities:

- To provide timely information regarding student absence.
- To ensure the well-being of students to enable them to get the best out of their education.
- To ensure students are properly prepared with all the equipment necessary for them to fully participate in classroom activities.

**Strategies**

At Rossville State School we promote 100% attendance by:

- Making students feel welcome and safe.
- Lessons which are engaging and appropriate for the students in the class.
- Establishing relationships with students based on high expectations and respect.
- Developing positive home – school relationships by regular contact with parents and caregivers.
- Promoting the importance of regular attendance in newsletters and local news outlets.
- Aspirational programs for regularly attending students.
- Engage whole of community in the Attendance Strategy.

**Responses to absences**

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

- 95% attendance in the primary school

When a student is absent for more than one day without explanation, Rossville SS will take the following actions:

- Ring parent requesting an explanation.
- If a student is absent without explanation for 3 days or a pattern of absences has been identified, the class teacher or Year Coordinator will contact the parent/guardian by phone to discuss the absence.
• After 5 unexplained absences the Education Queensland SMS-PR-029 Managing Student Absences policy, with the associated letter contact, will be enacted and interviews requested with families.

• Engage other agencies, such as the CDCC, Police and DoCs.

At Rossville SS the consequences or impacts of unexplained or unauthorised absences might include the following:

• Failure to achieve age appropriate benchmarks in all Learning Areas.

• Failure to develop skills to enable students to become active participants in society.

• Referral to other government agencies.

• Potential prosecution of the parents of non-attending students.

**Reporting and monitoring attendance**

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

• Report an absence to the school via phone, email, in person.

• Support the school’s Attendance Policy by refusing service to school students;

• Promoting school attendance.

**Actions and Timeline**

<table>
<thead>
<tr>
<th>When</th>
<th>What</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily</td>
<td>• Mark rolls at least twice daily with fidelity.</td>
<td>teachers</td>
</tr>
<tr>
<td></td>
<td>• Monitor weekly attendance</td>
<td>Teacher, Admin. Officer</td>
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<td></td>
<td>• Promote to student necessity of parents explaining absences.</td>
<td>teachers</td>
</tr>
<tr>
<td></td>
<td>• Ring the parent requesting an explanation.</td>
<td>Admin Officer./Principal</td>
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<td></td>
<td>• Contact parent after 2 unexplained absences for explanation.</td>
<td>Teacher/Principal</td>
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- Provision of a welcoming learning environment, engaging lessons and appropriate student support.
- Develop relationships based on mutual respect.
- Regular contact with parents about learning progress and positive behaviour.
- Ensure that the enrolment procedure is implemented rigorously so that students and parents are aware of attendance expectations.

### Weekly

- Investigate and analyse attendance data.
- Publish attendance data, targets and key messages in the newsletter.
- Implement EQ Policy **SMS-PR-017:**
  - **Enrolment of Compulsory Schooling and Compulsory Participation Phase**

### Sem 1 2012

Review attendance data to determine effectiveness of the Attendance Strategy and review the Strategy if required. Possible inclusion could be a ‘contract’ with students/parents.

### Some related resources

**Every Day Counts**


**Departmental Policies**

**SMS-PR-017: Enforcement of Compulsory Schooling and Compulsory Participation Phase**
SMS-PR-029: Managing Student Absences
http://education.qld.gov.au/strategic/eppr/students/smspr029/

SMS-PR-036: Roll Marking in State Schools
http://education.qld.gov.au/strategic/eppr/students/smspr036/