



ATTENDANCE POLICY

1. SCOPE:

Bracken Ridge State High School recognises that student and school achievement is strongly linked to attendance and engagement in a program of school study. This policy refers to the processes and practices required to promote high attendance rates for all students.

2. PURPOSE:

The purpose of this policy is to ensure Bracken Ridge State High School has sustainable practices and processes, to ensure that students attend school as per department requirements. Further, this policy outlines the roles and responsibilities of students and staff in maintaining and improving student attendance.

3. POLICY STATEMENT:

At Bracken Ridge State High, student attendance is a high priority. We believe that students who attend regularly are more likely to be successful at school. As a school focused on learning, we are committed to high attendance rates through a supportive, thorough and systematic attendance process.

Bracken Ridge State High School, we believe:

- That future student success is facilitated by good attendance at school
- Parent/Guardian attitude to regular and on-time attendance is paramount in avoiding future attendance concerns
- Truancing places a student in unsafe situations
- Promoting the key messages of Every Day Counts
- Attendance at school is the responsibility of everyone in the community

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs. "Each parent of a child who is of compulsory school age, has the legal obligation to ensure their child is enrolled and attends a state school or a non-state school, on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse." Managing Student Absences and Enforcing Enrolment and Attendance at State Schools; Department of Education Training and Employment Policy and Procedure Register

Every Day Counts is a Queensland Government initiative addressing the issue of student attendance at school. The initiative is designed to change parent, community and student attitudes to school attendance. It requires the support of both parents and the community if student attendance is to be successfully addressed.

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SCHOOL ATTENDANCE

The aim is for individual students and the whole school to average a minimum 90% attendance

- Students who maintain an attendance rate of 90% or higher are eligible to participate in extra-curricular activities and will be encouraged to maintain their attendance by being eligible for a range of awards
- Students whose attendance is below 90% and have a valid reason may apply to participate in extra-curricular activities in writing through the year level deputy
- Students may leave school early for approved reasons only and must be picked up from the office by parent / guardian. All absences, however, decrease a student's overall attendance percentage
- Students with excellent attendance will achieve better results than those with poor attendance

IF YOUR CHILD MISSES...	EQUALS...	EQUALS...	AND OVER 13 YEARS OF SCHOOLING THAT'S
10 mins per day	50 mins per week	1.5 weeks per year	Nearly ½ year
20 mins per day	1 hr 40 mins per week	> 2.5 weeks per year	Nearly 1 year
30 mins per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
1 Hour per day	1 day per week	8 weeks per year	Over 2 ½ years

IF YOUR CHILD MISSES...	EQUALS...	EQUALS...	AND OVER 13 YEARS OF SCHOOLING THAT'S
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1.5 years
1 day per week	40 days per year	8 weeks per year	Over 2.5 years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

ACCEPTABLE REASONS FOR STUDENT ABSENCE

- Illness, more than 3 consecutive days absence requires a medical certificate
- Family trauma or bereavement
- Cultural events of significance
- Participation in school organised activities
- Representation in elite sporting or cultural activities

Parents who wish to take students out of school for longer than two school weeks must apply to the Principal for an exemption from compulsory schooling.

EXAMPLES OF UNACCEPTABLE REASONS FOR ABSENCE ARE:

- Shopping expeditions with or without parent/guardian
- Part-time/casual work
- Appointments which can be made out of school hours
- Family holidays and birthdays
- Truancy
- Attendance of concerts and festivals

Bracken Ridge State High School acknowledges that holidays are an enriching experience, but by law, every student is expected to attend school every day. Teachers are not obliged to accommodate students on holiday with learning programs. Catch up work will be provided when a student is absent in the case of illness.

RESPONSIBILITY:

STUDENT RESPONSIBILITIES

- Attend school every day, on time, prepared to learn and remain at school from 8:40am to 2.50pm
- Report to the Lates office for a late arrival slip if arriving to school after the conclusion of Form class at 8:55am
- Provide absenteeism notes or student diary entry from the parent/guardian to the office
- Never leave school grounds during school hours without permission from parent/guardian and signing out through the office
- Ensure all absence records are accurate and that all absences have been explained by parent/guardian

PARENT/ GUARDIAN RESPONSIBILITIES

- Getting their children to and from school, and on time
- Children should be arriving at school between 8:10 am and 8:30 am for an 8:40am start
- Children should attend school every day that learning is offered unless there is a valid reason for being absent (illness, serious family matters, important appointments)
- Parent/Guardian must provide the school with an appropriate explanation for non-attendance either by phoning the office (07) 3869 7222 or by sending a short note to the office
- Parent/Guardian must notify the school when there will be extended absences, providing reasons for the absence

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- If absent from school for more than 11 consecutive school days parent/guardian needs to apply for an exemption from compulsory schooling through the Principal
- Attend meetings and work in partnership with the school personnel to address issues of poor attendance
- Ensure student has the resources they need for school each day

SCHOOL RESPONSIBILITIES

- Monitor students’ attendance daily by recording attendance every lesson
- Notify parent/guardian of any unexplained absence for the day via text message / email
- Discuss individual attendance with students and parent/guardian and offer support to parent and student when school attendance has become a problem
- Continue to work with regions and other local resources to engage with the student and parent/guardian with the aim of returning the student to school
- Follow appropriate processes for enforcing parental obligation in regard to attendance and compulsory participation
- Provide a safe and supportive learning environment for all students
- To clearly communicate the importance of attendance at school events eg, student assemblies, enrolment interviews

PROMOTING ATTENDANCE

Attendance Recognition Program

Bracken Ridge State High School strives to celebrate all students who excel at any aspect of their schooling. Achieving a high attendance rate is one aspect and students are recognised for 100% attendance on a regular basis.

Bracken Ridge State High School values the efforts made by students seeing the significance in attending school, for this reason we have developed a recognition program that awards students twice a term for their efforts.

- 100% attendance awards presented at year level assemblies.
- Students with high attendance (90% or higher) over a term are celebrated each term
- Students who improve their attendance over time are recognised for these efforts.
- Parents receive fortnightly attendance reports via email.

Communication

Our same day notification system sends an SMS to parents on any day that a student is absent without prior parental explanation. These messages are sent at approximately 10.00am each day.

Students and parents receive a weekly email with their year to date attendance rate and an indication of how they are progressing.

If a student is absent for three consecutive days without explanation we will be in contact to offer support for any ongoing issues and explain that relevant documentation should be provided for longer absences. Students who will be absent for more than 10 consecutive days may be eligible for an exemption from schooling, depending on the reasons for their absence and documentation provided.

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

- Developing a positive school culture.
- Marking the roll at the beginning of every session. Staff will only mark students as being in attendance if students are physically present in the classroom.
- Using a text messaging system and email to inform parents of student's absenteeism without explanation.
- Dealing with truancy in a timely manner with follow up consequences.
- Implementation of attendance initiative schemes
- Communicating high expectations of attendance via newsletters, website, enrolment meetings and parent meetings
- Record and monitor student absences
- Analysis of attendance data supported by OneSchool and ID Attend
- Reenforce to students the importance of attendance through regular school assemblies

Every Day Counts

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

Legislation

Education (General Provisions) Act 2006

As stated in the Queensland Government's Department of Education website, all children should be enrolled at school and should attend every day. It is a parent's responsibility to ensure that their child attends school on every school day for the educational program in which they are enrolled. If a child is unable to attend school for any reason, including illness, it is essential for parents, guardians or caregivers to notify the school as soon as practical regarding the absence.

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