ATTENDANCE POLICY

Rationale

Vision: Excellence in all we do

Expectations: We are here to learn, do what is right, work together

Key Focus*: Is every student learning?*

Park Ridge State High School is committed to providing quality educational experiences to <u>all</u> of our students to ensure they are achieving at their highest potential. Students must attend school to benefit from these opportunities. As a school focused on learning we are committed to high attendance rates through a supportive, thorough and systematic attendance process.

School Attendance Rate

The aim is for individual students and the whole school to average a minimum 92-100%

What does this mean?

- Students who maintain an attendance rate of 92% 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 92% and have a valid reason can 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.

We Aim For 92% Attendance as a Minimum

- Every lesson counts and days absent from school quickly add up.
- A 92% attendance rate equates to 4 days off per term or a day off every 12.5 days.
- Over a year this equates to 16 days absent from school.
- Over the course of secondary school (6 years), 16 days absent per year equates to 96 days absence overall. This is nearly two terms or half a year of missed schooling.
- We believe that over three full weeks of absence from school per year is more than reasonable for healthy students and that no job in the workforce will provide this level of paid sick leave.

If Your Child Drops Below 90%

- If a student has an attendance rate of 90%, then this equates to one full day absent from school per fortnight.
- Over a year this equates to 20 days absent from school. This is four weeks of absence from school.
- Over the course of secondary school (6 years), 20 days absent per year equates to 120 days absence overall. This is more than half a year of missed schooling.

Can your child sustain satisfactory progress missing a month, a term, a half year, or full year of school?
Attendance Matters!

Student Responsibilities
- Attend every class, on time, every day, ready to learn
- Only be absent from school for serious and unavoidable reasons
- If absent from school, provide a note or medical certificate to form teacher

Parent Responsibilities
- Ensure your child attends school on every school day
- Provide a satisfactory and timely explanation for all absences
- Contact the school if an absence is for an extended period of time
- On return to school provide your child with a satisfactory explanation for their absence

School Responsibilities
- Monitor student's attendance daily by recording attendance every lesson
- Notify parent/carers of any unexplained absence for the day via text message
- Notify parent / carers of instances of truancy or persistent lateness to class
- Discuss individual attendance with students and parent/carers and offer support to parents and students when school attendance has become a problem

Why is attendance on every school day so important?

When a student misses…	That equals…….	Which is……..	Over 13 years of schooling…
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly half a year
20 minutes per day	1 hour 40 mins per week	Over 2.5 weeks per year	Nearly 1 year
Half an hour per day	Half a day per week	4 weeks per year	Nearly 1 and a half years
I hour per day	1 day per week	8 weeks per year	Over 2 and a half years

Attendance Roles and Responsibilities

Student
• Attend every class on time, every day • Complete the diary attendance percentage and improvement goal in the organiser every 5 weeks
Form Teacher
• Mark the form roll (Hard Copy) accurately and send with a student to the front office • Discuss attendance and uniform with students daily. Send students with wrong shoes to the office. • Check the form class folder daily and read out notices to students • During each extended form (mid-term and end of term), ensure students complete their attendance percentage goal in organiser • Ensure students bring absence notes and report patterns of absence to the year coordinator via email
Class Teacher
• Mark class roll using ID Web at the **start** of every lesson • Monitor student attendance patterns and make contact home and refer to year level coordinator • Email a list of proposed students for an excursion to attendance team for confirmation students are above 92% prior to the excursion
Year Level Coordinator
• Monitor students attendance patterns, celebrate excellent attendance on year level assembly (100% Certificates) • Track student attendance in the yellow zone 91% to 80% and make contact with student and parents • Issue rewards for excellence – individual students, form classes, or year level • Refer students demonstrating poor patterns of attendance to Student Needs Action Committee (SNAC)
Attendance Teacher Aides
• Provide student attendance report to form teachers (every 5 weeks), Year coordinators (every week), and teachers when requested • Update attendance data on a Monday in spreadsheet and track data in accordance with the attendance flowchart • Generate of high stakes absence letters (authorised by year level DP) and implementation of monitoring process • Contact parent / carers with unexplained absences for 3 consecutive days and patterns of absence to HOD behaviour • Send letter for unexplained absences every two weeks and attendance total
Attendance Admin Officer
• Enter data from hard copy rolls in the morning to generate a text message of absent students for the day before 11.00am • Notify class teacher of ID Attend discrepancies, correct accordingly and refer any ongoing issues to relevant HOD/DP
Truancy Teacher Aide
• Monitor truancy, lateness, and detention log implementing strategies, consequences and contact to parent / carers

Every Day Counts Self Tracking Sheet

Attendance: Year-to-Date

TERM 1		TERM 2		TERM 3		TERM 4	
Middle	End	Middle	End	Middle	End	Middle	End
%	%	%	%	%	%	%	%

Goal Setting

TERM 1	TERM 2	TERM 3	TERM 4
Goal:	Goal :	Goal:	Goal:
Reflection:	Reflection:	Reflection:	Reflection:
Goal:	Goal :	Goal:	Goal:
Reflection:	Reflection:	Reflection:	Reflection: