



PARK RIDGE SHS
ATTENDANCE POLICY
EVERY DAY COUNTS

Rationale

Vision: Growing potential to ensure limitless choices

Mission: EXPERT TEACHERS: CONFIDENT LEARNERS

Values: At Park Ridge State High School we celebrate learning, integrity and teamwork!

Key Focus: *Is every student learning?*

Park Ridge SHS we are committed to providing quality educational experiences to all 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

Attendance Goal: 92-100% attendance in the school year

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
1 hour per day	1 day per week	8 weeks per year	Over 2 and a half years

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.

Park Ridge SHS:

- 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.

Building a culture of shared responsibility between parents, the school and the wider community is paramount in achieving high attendance rates for students. As a school we work hard to educate and include all stakeholders toward strong learning outcomes for our students.

Responsibilities

School responsibilities:

At Park Ridge SHS our first responsibility is to provide an engaging, supportive and challenging environment to encourage students to want to come to school to learn. Our second responsibility is to identify absences quickly, follow-up promptly and send a clear message to students and parents that attendance is vital and non-negotiable.

Park Ridge SHS

- Provides a positive school culture that promotes and rewards our values of learning, integrity and teamwork through Learning Design and Learning Together
- Promotes the importance of attendance through messages and presentations in newsletters, articles in local newspapers, spots on whole school and year level assemblies, Attendance Friday, Life Skills and through ongoing communication with students and parents/carers
- Supports the role of an Attendance Officer to rigorously focus on attendance issues and strategies toward strong outcomes
- Records, monitors and supports student's individual school attendance
- Collaborates with community agencies to support increased student attendance
- Monitors student attendance daily through recording attendance at the beginning of each day in Form Class and at each lesson. Teachers will only mark students present if they are physically present and they have personally sighted them
- Records students late to class
- Notifies parent/carer of any unexplained absences for the day via txt message (more than 3 unexplained days or ongoing patterns of absences will result in further school contact)
- Notifies parents/carers of persistent class absences or late to class
- Discusses individual attendance with students and parent/guardian, offers support to parents and students when school attendance has become a problem (below 92%)
- Provides students with school work when they are absent for legitimate extended periods of time
- Provides students with school work when they have truanted or had unexplained absences to complete during a catch-up session in their own time (detention/during the day or after school)
- If non-attendance persists, implements appropriate procedures under the Education Queensland policy SMS-PR-043: *"Managing student absences and enforcing enrolment and attendance at state schools"* and when appropriate notify the relevant authorities

Our Learning Together Framework provides a process for recognising and rewarding students who attend school every day (see Learning Together and Attendance Passports for elaborations)

Student responsibilities:

Students at Park Ridge SHS understand that their primary responsibility is to take advantage of every learning opportunity available to them through their enrolment at Park Ridge SHS. It is a clear expectation that they take responsibility for ensuring that their attendance rate is high, to allow this to occur.

Park Ridge Students will:

- Attend school every day, attend every class on time and be prepared to work as set out in the school's Responsible Behaviour Plan and Learning Together Framework
- Only be absent from school for serious and unavoidable reasons (unavoidable reasons will be negotiated between the school and the parent/guardian)
- If arriving late to school, go straight to the admin window where they will provide a late note from their parent/guardian outlining the reason for their absence to the admin officer. Students will then be provided with a late slip that they will take to their current timetabled class (the teacher will record this through ID Attend)
- If absent from school, provide a note or medical certificate to their Form teacher from their parent/guardian upon their return to school
- Never leave the school grounds during school hours (which begin from the time the student arrives at school till the time they leave for the day) without permission. If required to leave during the day students must have a letter signed by the parent/guardian (only for serious or unavoidable reasons). Students must show the note to their class teacher and report to the admin office, where they will receive a leave pass. Parent/Guardians will collect students from the office unless an extreme situation arises and contact is made with the office to organise an alternate pick-up point. It is not acceptable that the contact be made through the student
- If absent, students must negotiate with the teacher to catch up on and complete missed school work

Parent responsibilities:

Parents of Park Ridge SHS students understand the impact of absences on their child's ability to learn and develop the skills essential for success in later life. Our parents partner with us in ensuring high levels of attendance at school.

Park Ridge Parents will:

- Ensure that their child attends school on every school day, dressed in school uniform, with the school organiser, required equipment and prepared to work as, outlined in the enrolment agreement, for the program in which they are enrolled
- Ensure that the school has a current telephone contact number (both landline and mobile if possible) for emergency contact. It is essential that the school be able to reach the parent/guardian or equivalent for enrolment to continue
- Provide a satisfactory and timely explanation for all absences during which a student is not attending or participating in their education program (see list of acceptable and non-acceptable reasons for absences from school)
- Contact the school if an absence is for an extended period of time and request school work. Provide in writing prior or within two days of the student's return a satisfactory explanation for the absence. This may take the form of a medical certificate or a letter (see list of satisfactory reason below)
- For daily absences contact either the school's Student Services Office prior to 8:45am on 33804111 giving the student's name, year level and reason for absence. If the school is not advised of your child's absence in advance you will receive a text message informing you of your child's absence. Parents are required to respond to absences related text messages by contacting the school by phone on 33804111 or return text message
- Parents/Guardians are asked to immediately contact the school by phone if they receive a text message and believe their child is in attendance
- On return to school provide your child with a satisfactory explanation for their absence which may take the form of a medical certificate or a letter

- Contact the schools Attendance Officer, Behaviour HOD or year level DP on 33804111 if a student is refusing to attend school. Initiate or attend requested meetings to access support and discuss your child's attendance or participate in their educational program
- If the student is required to leave during the day they must have a letter dated and signed by the parent/guardian outlining a reasonable excuse (this should not be a regular occurrence unless in extreme circumstances). The letter should indicate the pick-up time and a contact number for the parent/guardian. The student must be picked up from the front office unless there has been an emergency and the parent/guardian has contacted the office on 33804111 to organise an alternate pick-up. This cannot be negotiated via the student.
- If the student arrives late, the parent/guardian must provide the student with a signed dated note outlining the reason for the student's lateness. Lateness to school should only be in extreme situations

Reasons for School Absences

Acceptable Reasons:

- Serious illness or medical conditions (the majority of these conditions should be accompanied by a medical certificate)
- Serious family emergencies (these should be rare)

Non-Acceptable Reasons:

- Holidays outside school holiday periods
- Non-essential activities (e.g. shopping trips, parties, functions during the school day), if unsure contact the school on 33804111
- Medical appointments that can be schedules outside of school hours

Strategies

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

- Engaging students through a quality curriculum designed to meet their individuals needs
- Providing a supportive and positive environment through Learning Together where students are rewarded for their high attendance at school through
 - Celebration BBQ's
 - Certificates of appreciation
 - Recognition at whole-school and year level assemblies
- Educating students through Attendance Friday, where every class examines their attendance data, sets goals and discusses strategies for improvement if required
- Educating parents and the community through contact, newsletters, articles in the local paper and invitations to come into the school to celebrate student success. The school also provides support and counselling for parents/guardians struggling to get their students to school.
- Employing a dedicated Attendance Officer, Behavioural HOD and Withdrawal Room Officer to analyse and strategies toward improved outcomes
- Setting whole-school achievable targets and engaging the school community in meeting those targets
- A systematic monitoring and actions process with clearly defined roles, responsibilities and timelines informed by data and linked to a strong action/review cycle

All students in Year 7-12 must be at school for the entire day Monday through Friday, including Wednesdays, unless they have a negotiated traineeship or timetable

Responses to absences: Roles, Responsibilities and Timelines

Roles	Responsibilities	Timeline
Teaching Staff	<ul style="list-style-type: none"> Encourage students to attend school and continuously educate students about the importance of attendance in achieving strong learning outcomes Designing engaging and differentiated lessons to meet the needs of every student (identifying and addressing learning needs promptly) Identifying possible attendance concerns early and contacting parents, HOD's to discuss these concerns as they occur Implementing Attendance Friday, to grow a healthy and supportive discussion and goal setting class process around attendance Making positive phone calls home and celebrating students with high attendance Marking rolls accurately to ensure strong data sets 	<ul style="list-style-type: none"> Ongoing Ongoing Weekly Weekly Ongoing Every Day
Form Teacher	<ul style="list-style-type: none"> Mark Roll accurately Discuss attendance and uniform with students daily Ensure students bring notes for absences Report patterns of absence to relevant YR. Coordinator 	<ul style="list-style-type: none"> Every Day Every Day After absence When identified
Faculty HOD	<ul style="list-style-type: none"> Support Faculty by building staff capacity in attendance policy, through informal and faculty directed discussion Follow-up on staff reporting patterns of non-attendance in their classes Bring faculty attendance data to Attendance Data meeting and support strategies for improvement 	<ul style="list-style-type: none"> Ongoing As identified Fortnightly
Admin Officer (Attendance)	<ul style="list-style-type: none"> Generation of high stakes absence letters (authorised by year level DP) and implementation of monitoring process through to final letter (authorised by Principal), including organising parent/DP meetings Generate year level attendance data sets (along with behaviour data on withdrawal room referrals and allocation of merit points) to be emailed to staff Collation and generation of accurate Absence Data Highlight student's unexplained absences for 3 days, and patterns of absence, to Attendance Officer/Behaviour HOD 	<ul style="list-style-type: none"> Weekly Ongoing Legislation timelines
Attendance Officer	<ul style="list-style-type: none"> Rigorously monitor truancy and lateness to school/class, implementing strategies, consequences and contact to parent/guardian Monitoring marking of roles and highlighting errors to staff - referring ongoing issues to relevant HOD/DP Working in partnership with HOD Behaviour and Withdrawal Room Officer, monitoring high patterns of absence and strategies for improvement – feedback at fortnightly Attendance Meeting Building partnerships with local police, support groups, local businesses and parents Supporting students to be at school and in class Reporting actions on One School 	<ul style="list-style-type: none"> Ongoing Weekly Ongoing
HOD Behaviour	<ul style="list-style-type: none"> Working in partnership with Attendance Officer and Withdrawal Room Officer, monitoring and strategizing to improve student attendance for students below 92% Contacting parents and providing support plans Referring high level absence cases that are not turning around to 	<ul style="list-style-type: none"> Weekly Ongoing

	<ul style="list-style-type: none"> relevant DP Through Learning Together driving and implementing Absence Friday, in-servicing staff and monitoring implementation through walkthroughs and individualised staff support In partnership with Learning Together Data co-ordinator, monitoring year level absence and strategies for improvement Bringing high level cases to Tier 2 & 3 meetings to discuss possible behaviour/disengagement concerns Bringing high level cases to fortnightly attendance meetings Supporting relevant DP/YR.CO in celebrating high attendance students 	<ul style="list-style-type: none"> Ongoing (Friday focus) Weekly Fortnightly Fortnightly Termly
Withdrawal Room Officer	<ul style="list-style-type: none"> Working in partnership with Attendance Officer and HOD behaviour, tracking high level absences. Contacting parents of students below 92% to begin support conversations, referring difficult cases to HOD Behaviour and recording contact on One School 	<ul style="list-style-type: none"> Weekly
Year Coordinators	<ul style="list-style-type: none"> Support of students who are absent from school at 92% and above, encouraging them to make every day count Case manage identified students and make contact with parents, recording support on One School Reporting to Behaviour HOD any concerns 	<ul style="list-style-type: none"> Fortnightly Ongoing
Guidance Officer	<ul style="list-style-type: none"> Support high level absence students with identified mental health issues Partner with DP and YR.CO to identify type of support needed for at risk students Attend Absence Meeting to discuss at risk students 	<ul style="list-style-type: none"> Ongoing Ongoing Fortnightly
Deputy Principal	<ul style="list-style-type: none"> Support YR.CO in celebrating high attenders at specialty events and on year level assembly Support Attendance Friday through regularly monitoring implementation through walkthroughs and feedback to staff Deliver motivational messages on the importance of attendance at whole-school, year level assemblies and other community events Attend Executive Attendance Meeting to discuss attendance process, identify at risk students and patterns of attendance that need addressing for action Facilitate attendance meeting with Principal, Faculty HOD's, HOD Behaviour, GO, and strategize support Follow-up on referrals from Attendance Officer and Behaviour HOD Authorise high stakes attendance letters and conduct follow-up parent meetings Refer reluctant parent/guardian to principal for meeting Follow-up and support HODs who have ongoing truancy and attendance issues in their subject areas 	<ul style="list-style-type: none"> Termly Friday and at staff meetings Ongoing Fortnightly Fortnightly Ongoing As identified HOD line Management meeting
Principal	<ul style="list-style-type: none"> Attendance at all Attendance meetings, following up on high level identified students Interviews with parents and families that are not willing to adhere to attendance policy (high level) Monitoring of attendance policy and implementation 	<ul style="list-style-type: none"> Fortnightly As Identified Ongoing

Attendance policy flowchart

Level	Description	Officer Responsible	Checklist
1	92% attendance or better.	Teaching staff Administration Officer (attendance)	<input type="checkbox"/> Acknowledge attendance levels during set times on attendance Fridays. <input type="checkbox"/> Identify attendance concerns early and contact parents. <input type="checkbox"/> Send letter regarding any unexplained absence at the end of the fortnight.
2	91% attendance or lower.	HOD Behaviour Attendance officer WR officer	<input type="checkbox"/> Refer to attendance committee as level 2 student for monitoring <input type="checkbox"/> Contact home, response documented in OneSchool
3	Student previously identified as level 2 now demonstrating <ul style="list-style-type: none"> concerning patterns consecutive days absent or other issues effecting attendance 	Attendance committee Administration Officer (attendance)	<input type="checkbox"/> Refer to attendance committee as level 3 <input type="checkbox"/> Support Letter sent inviting parent to meeting at school <input type="checkbox"/> Refer to Behaviour HoD / GO for attendance plan <input type="checkbox"/> Case manager assigned (YCO, HOD Behaviour, GO or appropriate Student Support staff member)
4	Student previously identified as level 3 . Progression to stage 4 has been recommended by case manager or attendance committee <ul style="list-style-type: none"> Parent has not engaged in support process Attendance is not improving 	Attendance committee Administration Officer (attendance) Deputy Principal	<input type="checkbox"/> 15 school days have elapsed since first contact (or attempts) to contacts parents <input type="checkbox"/> Refer to attendance committee as level 4 <input type="checkbox"/> Refer to DP for attendance enforcement approval <input type="checkbox"/> Send attendance enforcement letter stage 1. <input type="checkbox"/> Student and parent to meet with DP to negotiate plan for improvement
5	Student previously identified as level 4 . Progression to stage 5 has been recommended by the Deputy Principal <ul style="list-style-type: none"> Parent has not engaged in process Attendance is not improving 	Deputy Principal Administration Officer (attendance)	<input type="checkbox"/> 5 school days have elapsed since stage 1 meeting date and there has been insufficient improvement. <input type="checkbox"/> Refer to DP for level 5 action <input type="checkbox"/> Approve next stage of the attendance enforcement process, <input type="checkbox"/> Send attendance enforcement letter stage 2
6	Student previously identified as level 5 . Progression to stage 6 has been approved by principal <ul style="list-style-type: none"> Parent has not engaged in process Attendance is not improving 	Deputy Principal Principal Administration Officer (attendance)	<input type="checkbox"/> Parent is contactable <input type="checkbox"/> Refer to Principal for level 6 action approval <input type="checkbox"/> requests Performance, Monitoring and Reporting Branch to conduct a search (approval for search to be given by Regional Director or Assistant Regional Director) for information regarding enrolment and attendance to ensure the child is not enrolled at another state school (including School of Distance Education); and <input type="checkbox"/> checks with Home Education Unit whether the child is registered or provisionally registered for home education; and <input type="checkbox"/> advises Regional Office they wish to seek the Director-General's consent to prosecute. completes Template 6 – Failure to attend – General Briefing Note (GBN) ; and <input type="checkbox"/> scans completed Chief Executive's Certificate template and its attachment (Template 10 - Instrument of Authorisation) as one document, and saves this as Attachment 1 to the GBN in TRIM; and <input type="checkbox"/> Student's enrolment must remain active as per policy Roll Marking in State Schools

Note: Any student who has 15 consecutive days absent, and whose parents are not able to be contacted will be made inactive as of their 15th consecutive day absent.

Attendance Friday: Classroom Focus

Attendance Friday helps to promote the importance of “Every Day Counts”, by regularly discussing the importance of attending school and encouraging students to own their own attendance data and set goals for improvement. It also provides a classroom focus for celebrating the commitment of students who are regular school attenders.

Attendance Friday does this by:

- Providing teachers and students with accurate data around attendance
- Facilitating discussion, goal setting and celebration by assigning a period every week, where students data will be displayed as a class group and supportively discussed by the teacher at the beginning of the lesson
- Providing a visual cue through the use of an attendance chart (reliable students in each class will be given the weekly task of putting the names of the students on the attendance chart while the teacher is settling the class and outlining the learning intentions for the lesson)
- Classes will jointly celebrate improved student attendance

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](#)