

- Pride of the Peninsula

Address: Eversleigh Rd, Scarborough QLD 4020 Phone: (07) 3480 3333 Fax: (07) 3480 3300

Email: info@scarboroughss.eq.edu.au Web: www.scarboroughss.eq.edu.au

Attendance Process and Policy

Audience

Scarborough State School staff.

Purpose

This procedure sets out Scarborough State School's commitment to student engagement and attendance.

Overview

It is important that students, staff and parents/guardians have a shared understanding of the importance of attending school. Scarborough 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 non-attendance can place a student in unsafe situations and impact on their education
- believes attendance at school is the responsibility of everyone within the community.

Responsibilities

Management Responsibilities

- Ensure staff complete OneSchool attendance marking daily at 9am and 2pm.
- To notify parents/guardians daily, regarding unexplained absences, via the Same Day Absence (SMS) messaging system at 10am each day.
- To query inconsistences in roll marking through the Attendance Officer.
- To discuss individual attendance concerns with parents (and students) and offer support when school attendance has become a concern.





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- To provide students with schoolwork, when appropriate, if they are absent for extended periods. Note: School work will not be provided for students absent without a 'reasonable excuse' in accordance with DOE policy definition.
- To inform parents/guardians about Scarborough State School's Attendance Policy and make this publicly available through the school's website.
- To follow the Education Act and submit required documentation regarding students not attending school in the Compulsory Schooling Phase.

Parental Responsibilities

- To ensure their child attends school on every school day for the year level in which they are enrolled.
- To provide a satisfactory explanation for all absences, that is, any time during which a student is not attending or participating in their educational program.
- To initiate contact with the school prior to any planned absences and submit a
 Student Absence Explanation form to the Attendance Officer. Where this is not
 possible, parents must provide the reason for any absences prior to 9:30am on
 the day of absence. This may take the form of a medical certificate or a
 satisfactory written explanation for the absence.
- To contact the Attendance Officer if a child is to be absent for 10 school days or more to apply for an Exemption from Compulsory Schooling.
- To contact the Year Level Deputy Principal if a student is refusing to attend school. Initiate or attend meetings to seek support and discuss their child's attendance or participation in their educational program.
- To provide a written note (signed and dated); email to the Attendance Officer (absences@scarboroughss.eq.edu.au), present at the Administration Office or phone the Administration Office on ph:3480 3333, if their child is required to leave school early.
- To provide a written note (signed and dated), email to the Attendance Officer (absence@scarboroughss.eq.edu.au), present at the Administration Office or





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phone the Administration Office on ph:3480 3333 explaining any reason for their child being late to school.

• To advise the school of any change of address or phone numbers to ensure school records are accurate. Up to date data is essential in an emergency.

Student Responsibilities

- To attend school each day, attending all timetabled classes.
- To be on time for all classes.
- To never leave school during school hours without signing out with a parent at the Administration Office.
- To always report to the Administration Office if arriving late or leaving early to/from school. Presenting their 'late arrival/early departure' slip to the teacher.

Process

The following is the attendance process at Scarborough State School:

	Parent Process	Student Process
Student is sick/absent	Notify SSS Attendance Officer via phone call/email/form	If student becomes sick throughout the school day – attend sick bay
Student is attending non school event (Regional Sport, High School transition)	Notify SSS Attendance Officer via phone call/email/form	
Student is late	Notify SSS office staff – in person or via phone call	If student is late to class after break – classroom teacher to issue consequence. If student is late to school, sign-in at Administration Office.
Student is leaving early	Notify SSS office staff – in person or via phone call	If student needs to leave early from school, student is to attend Administration Office when requested by staff.



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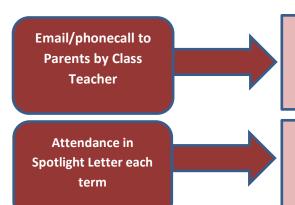
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History

Version	Admin Review	Approved	Adopted	Review
2	16 November 2022			

Proactive Attendance Strategies



On third consecutive day absent, class teacher will email the parent checking in and offering support.

Recorded on OneSchool.

Attendance Officer in conjunction with Deputy Principal's generates an individualised letter each term to parents advising of their child's attendance percentage for the term with reference to the school target. This is in Week 10 of each term.





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Whole day absence process

Same day absence Notification Process

One day unexplained absence

1: Text message sent requesting a reason for the absence. Parent to notify school of absence via email, in person, by form or by calling the office to give a reason for their child's absence.

2: Attendance Officer phones the parent to obtain absence explanation/reason.

Student Absence Email generated by Attendance Officer, requesting reasons for absences.

Parent/guardian responds with reasons for absences and supporting evidence. Unsuccessful attempts recorded on OneSchool by Attendance Officer.

Attendance Follow Up

Continued absences
(3 or more
consecutive days)

Attendance Officer, twice weekly, notifies relevant Year Level Deputy Principal of continued absences when 3 or more days (explained and unexplained) using the Student Official Absence Report (annotated).

Ten days absent with authorised explanation

Exemption from Compulsory Schooling Policy considered by Attendance Officer in consultation with Deputy Principal and Principal.

Ten days absent without explanation or persistent unauthorised absences

Notice - Failure to attend (Form 4) sent by registered post and email requesting a meeting with parent/guardian and warning of pending legal process.

Deputy Principal to complete this task.

Fifteen days of continued unapproved absences following Notice - Failure to attend (Form 4)

Warning notice - Failure to attend (Form 5) sent by registered post and email. Deputy Principal to complete this task.

Twenty days of continued unapproved absences following Warning - Failure to attend (Form 5)

Recommendation to Prosecute (Form 6) to Regional Office. Deputy Principal to complete this task in consultation with the Principal.





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Part day absence process

Attendance officer checks *Inconsistent*Attendance report

Repeated unexplained part day absence

Teachers follow up as requested and have corrected any errors in roll marking or noted the absence on OneSchool at 8:00am the following day. They will refer the entry to their relevant DP and Attendance Officer.

Attendance Officer will record unexplained absence, (including early departures and late arrivals), on OneSchool.

Students will be referred to relevant Deputy Principal for support when Part Day absences exceed 15 records in 4 week period. Attendance Officer will make this referral to the Deputy Principal via the Student Official Absence Report.

DPs will consider the circumstances and appropriate follow up with Principal approval. This may include Attendance Plan, Attendance Card, Chaplain/Guidance Officer support, Parent meeting.

Continual unexplained part day absences

Deputy Principal managed. Increase in level of consequences.

Stakeholder meeting arranged to determine support needed to improve student outcomes.

