



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 inconsistencies 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.



- 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



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:

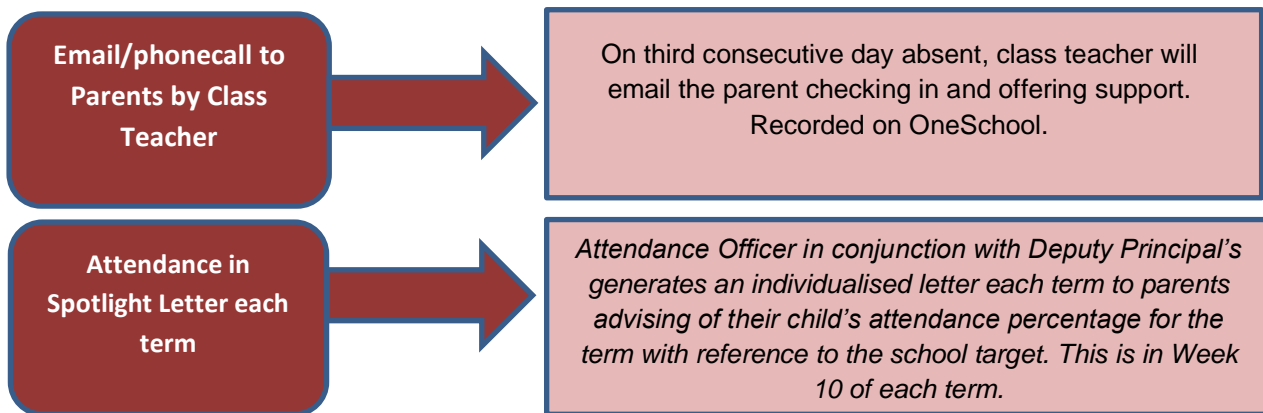
	Parent Process	Student Process
Student is sick/absent	Notify SSS Attendance Officer via phone call/email/form	If student becomes sick throughout the school day – attend sick bay
Student is attending non school event (Regional Sport, High School transition)	Notify SSS Attendance Officer via phone call/email/form	
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.



History

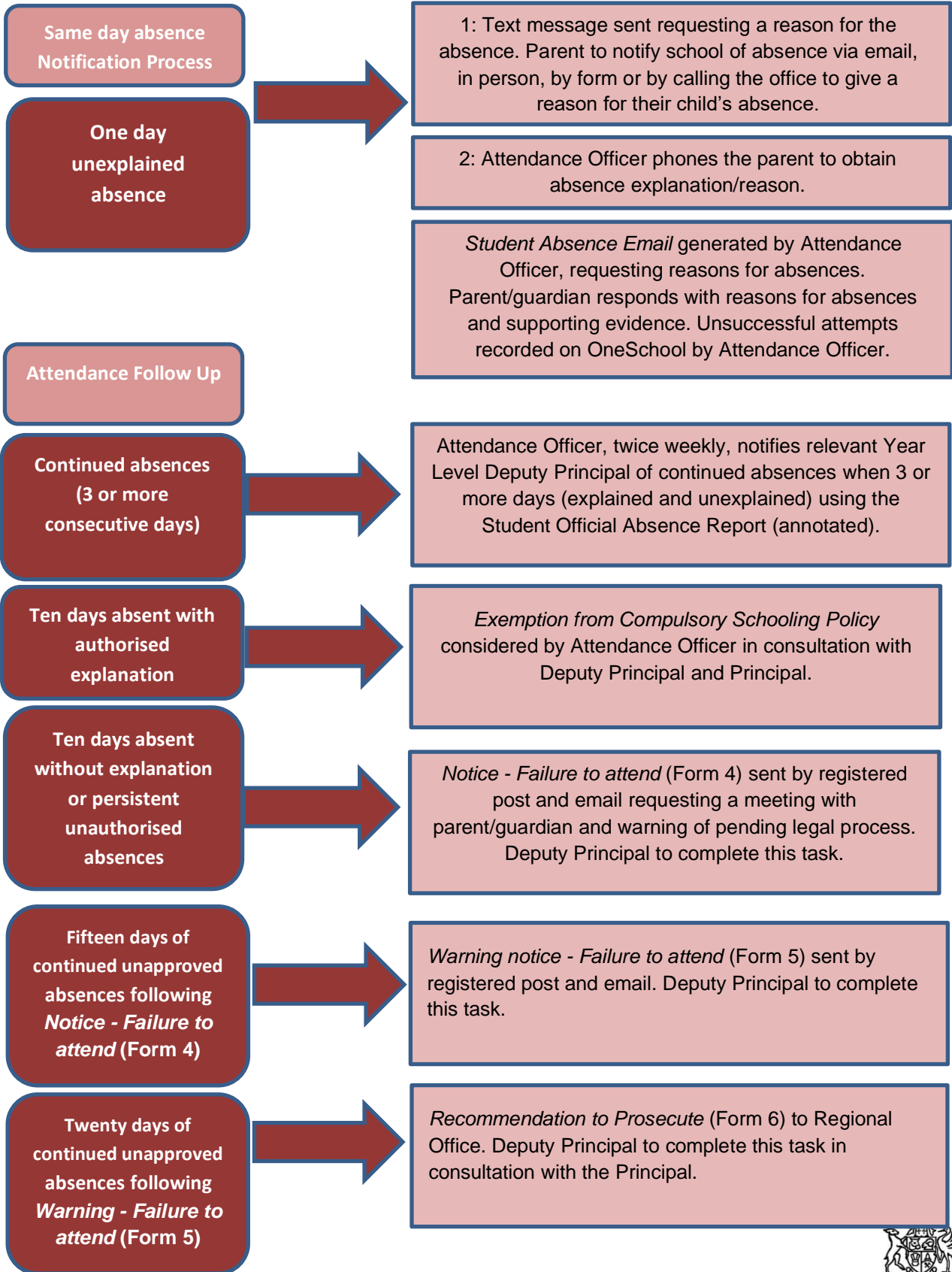
Version	Admin Review	Approved	Adopted	Review
2	16 November 2022			

Proactive Attendance Strategies





Whole day absence process





Part day absence process

