

Bray Park State School Attendance Policy



Rationale

All schools in Queensland are committed to providing safe and supportive learning environments for all students that address their educational needs.

Bray Park State School expects each parent of a child who is of compulsory school age to ensure that the child is enrolled and attends school every day ready for work unless prevented by reasonable circumstances from doing so. School readiness includes having school uniform, food for the day and equipment required for learning.

The BPSS Attendance Policy aims to maximise participation in learning programs by all students. It also aims to explore the critical areas which need to be addressed to assist students and families to meet the 94% school attendance goal.

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. Bray Park SS:

- 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.

Responsibilities

School responsibilities:

- maintaining a positive school culture in which all students and parents feel accepted, valued and respected
- promoting a safe and supportive school environment that promotes positive relationships and programs that develop social and emotional skills, peer tutoring and mentoring and anti-bullying strategies
- promoting high expectations of student attendance
- sending clear messages to students and parents about the importance of attending school every day
- having consistent and effective follow-up processes for unexplained student absences
- ensuring timely follow-up of student absences as a preventative strategy in reducing absenteeism
- analysing school attendance data to identify absenteeism trends and individual students with high levels of absenteeism and taking action on this data

- investigating absentee rates and their relationship to factors such as the day of the week, the class/ year level and particular gender/cultural groups
- establishing positive home-school relationships to assist parents to support their children's attendance at school
- collaborating with other agencies and implementing appropriate strategies/support mechanisms, including Queensland Police and local non-government organisations, to address the trends or support individual students and their families to encourage attendance.

Student responsibilities:

- attend every day of school throughout the year
- come ready to learn to the best of their ability
- ensure that their parents/guardians provide them with a note or phone the office to explain their absences.
- pass notes from parents to their classroom teachers to explain absences
- sign in at the office if they come to school late and present a note from their parent/guardian to explain lateness
- remain at school for the entire day and only depart prior to the end of the school day through the office with a parent/guardian who signs them out with approval from the principal.

Parent responsibilities:


- have children ready for school, including having school uniform, food for the day and equipment required for learning
- actively support the school in ensuring their children attend school every day of the year except for illness or extenuating circumstances
- inform the school of all absences via note, email, phone call or in person as soon as possible (preferably on the day of the absence)
- avoid keeping their children away from school for birthdays, shopping, visiting family or friends, if they sleep in, minor check-ups or care such as haircuts
- inform the school/class teacher of known future absences, particularly long term absences
- provide a note or phone the office if their children are late for school and remind their children that they must report to the office where they will be signed in before proceeding to class
- provide notification prior to any planned early departure from school and remind their children that they still must report to the office where they will be signed out before their departure

Teacher responsibilities include:

- mark rolls diligently and accurately every morning and afternoon taking account of variations to school routines (eg. district sports, music workshops, ACE programs etc.)
- ensure that paper rolls marked by relief teachers are entered electronically upon their return to school and the paper copy is sent to the school office for archiving

- promote high expectations of student attendance and monitor student absences including patterns of absences
- complete the Class Attendance Percentage each day, discuss this with the class and display it in the classroom
- develop attendance reinforcement strategies to promote high attendance
- employ pro-active and supportive strategies with students who demonstrate an unwillingness to attend school
- contact parents/guardians if a student has an attendance rate below 90%.
- discuss concerns regarding ongoing absences and unreasonable excuses with Admin as soon as these are identified
- record all discussions and phone calls regarding absences on OneSchool in Contacts
- where a student's attendance rate is under 85% or shows patterns of absences or lateness, call a case meeting with the parents and the Principal or Deputy Principal to develop a plan to improve attendance
- advise Principal of continuing absences after initial conversations with parents/guardians have taken place.

Principal responsibilities include:

- informing parents of their [legal obligations](#) about enrolment and attendance
- implementing strategies to manage student enrolment, absences, chronic absenteeism, school refusal and truancy using the [Guidelines to address chronic absenteeism, school refusal and truancy](#)  and the [Every Day Counts materials](#)
- monitoring student absences and identifying when a student is absent for three or more consecutive days, or where there is a pattern of persistent unexplained absences, or where a student's attendance rate is reasonably considered unsatisfactory and discusses with the class teacher regarding this
- taking reasonable steps to follow-up unexplained absences as soon as possible, or ideally within three days of the absence if teachers have been unable to do so
- continuing to work with regions and other local resources to engage with the student and their family with the aim of returning the student to school
- following appropriate processes for enforcing parental obligation in regard to enrolment and attendance.

Strategies

At Bray Park SS we promote 100% attendance by:

- promoting a positive and supportive school environment that is inclusive of all students and all families
- ensuring consistent follow up of absences with parents/guardians
- working with students and families to reduce absenteeism through case management and strategies to support families.
- incentives for attendance success – 100% attendance awards each term and over the year, certificates for attendance of 94% and over each term, rewards for classes with the highest attendance each term.

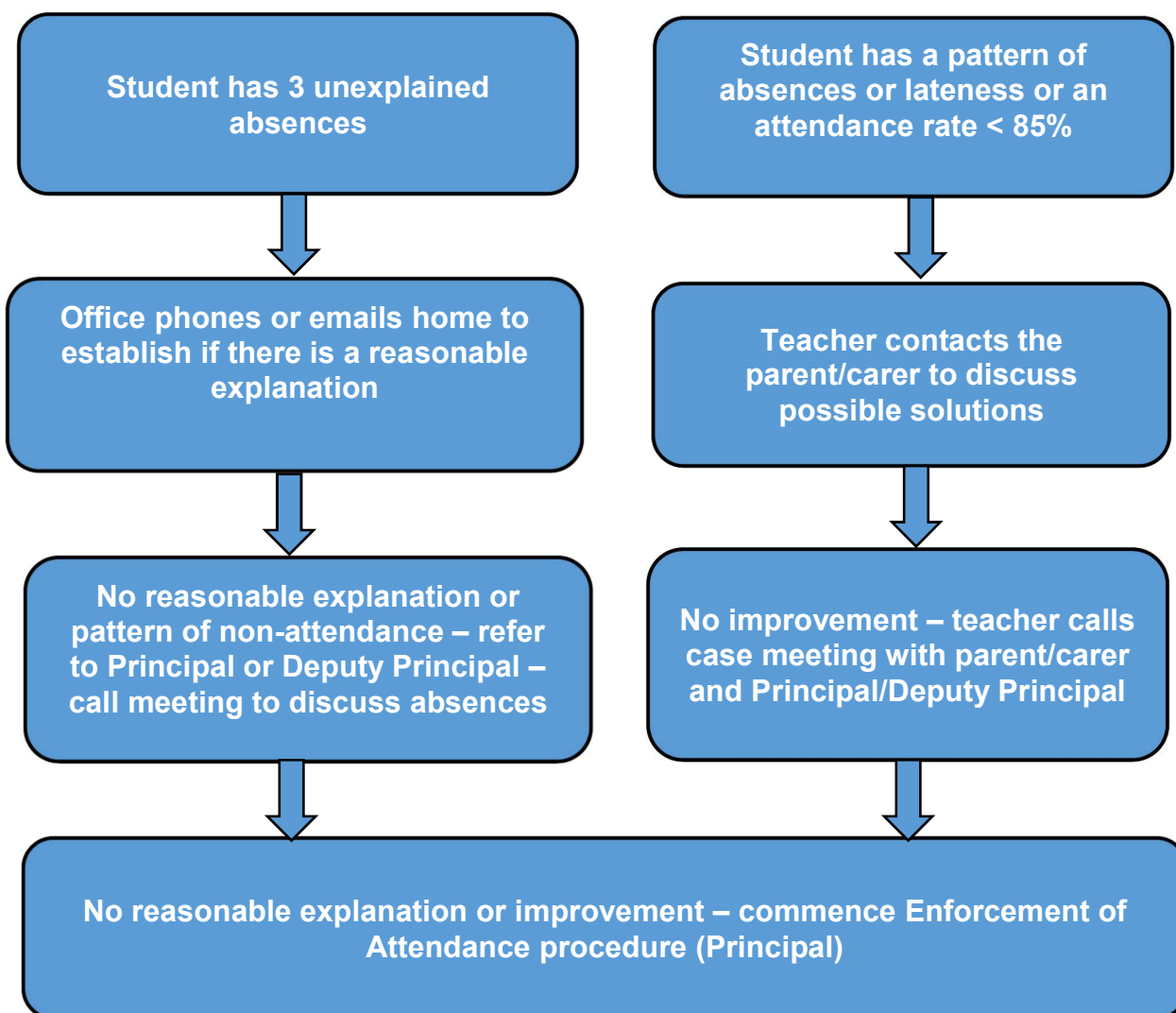
Responses to absences

At Bray Park SS, we are committed to achieving the following targets in improving attendance:

- 94% attendance across the school.

Our school offers support to families to ensure that every child's attendance is maximised.

When a student is absent without explanation for 3 days or a pattern of absences has been identified, Bray Park State School will take the following actions:



Reporting and monitoring attendance

At Bray Park SS reports of absence or truanting are taken seriously. Students, parents, members of community and school staff may report an absence in the following ways:

- Via the school website (brayparkss.eq.edu.au)
- Signed / dated note sent to the school with student
- In person to the office or class teacher.

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](#)