



Benowa State School Attendance Plan

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

Parents of children who are of compulsory school age must ensure that the children are enrolled, attending and participating full-time in the educational programs in which the child is enrolled unless the parent has a reasonable excuse, in accordance with the *Education (General Provisions) Act 2006* and the *Family Responsibilities Commission Act 2008 (Qld)*

Benowa State School is committed to matching pedagogical practice (learning and teaching opportunities) to the personalised needs of individual students, and to provide expert, focused teaching in every lesson, every day. Research supports that regular attendance at school ensures that students:

- Achieve better because they attend school all day, every day
- Are provided with a better chance at life
- Build social and emotional skills such as communication, teamwork and resilience

To ensure that this is possible, Benowa State School expects that all students from Prep to Year 6 will be in attendance at school, regularly and on time. The Benowa State School Attendance Policy aims to provide transparency to all stakeholders about the process for following up on attendance.

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. Benowa State School:

- is committed to promoting the key messages of the Every Day Counts Strategy in that 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 an unsafe situation and impact on their future employability and life choices
- believes attendance at school is the responsibility of everyone in the community

The school, students and parents all have responsibilities towards the attendance of students.

Responsibility of student:

- Attend school regularly, **on time**, ready to learn and take part in school activities

Responsibility of parents:

- Inform school of reason for any absence, with via the absence line, a note to the class teacher or verbal reason given to the office/class teacher on student's return to school
- Assist their child/ren to attend school every day
- Apply for an exemption from Compulsory Schooling if applicable (see Application from Compulsory Schooling and Compulsory Participation section)

Responsibility of school:

- Class teachers are to ensure that correct roll marking procedures are followed

We grow self-directed, disciplined and passionate learners with:

• curiosity and creativity • integrity and authenticity

Through: • collaborative partnerships • consistent commitment to well being

- Class teachers are to ensure that verbal absence reasons or notes explaining absences are given to office staff immediately to ensure up to date recording of absence information
- Initial contact with parents/carers by the class teacher as soon as possible if the school is concerned about the child's attendance or punctuality; contact to be entered on OneSchool
- Data Review and Response Process is implemented and adhered to

At Benowa State School, we promote 100% attendance by:

- drawing attention to the importance of consistent attendance during initial enrolment interview
- providing regular reminders in the school newsletter and on the school sign
- reviewing attendance data (late arrivals and absences) regularly, and responding accordingly

Data Review and Response Process

Data is to be taken from OneSchool on Monday for the previous week for each Phase (P-2; 3-6) by the delegated administration officer, and given to the supervising DP with the following possible outcomes:

- An SMS will be sent to parents of students arriving late consistently, or absent without explanation.

When a student absence is unexplained for 3 or more days within a week:

- Student absence letter is sent home, requesting advisement of reason/s for absence (OneSchool letter)

For excessive absences, where a pattern of absence has been identified, or a number of absences has occurred, the following procedure will result for students *in Years 1-6*:

- 7-15 days – Deputy Principal contacts parents and arranges for an interview
- If the child/ren are not regularly attending after three weeks following the interview with the Deputy Principal a **Notice (Form 4 – Failure to attend (s.178(2))** will be sent to parents, by registered mail, outlining parents' legal obligation and inviting parents to attend a meeting to discuss the situation

If after sending the Notice (Form 4):

- A meeting occurred with the parents, but there is no change in circumstances within one week (5 school days) of this meeting; or
- A meeting did not occur with the parents, and there is no change in circumstances within one week (5 school days) of sending the Notice; then

an authorised officer at the school sends, by registered post, a **Warning Notice (Form 5 – Failure to attend (s178(4))** advising parents of their legal obligations and offering a meeting to discuss support available to address failure to attend.

If there is no change in attendance a week (5 school days) after the Warning Notice (Form 5) was sent out, and the child is not enrolled at another state school or Home Education Unit, or there is no reasonable excuse for the child not attending school, an authorised officer will advise Regional Office they wish to seek the Director-General's consent to prosecute.

For excessive absences, where a pattern of absence has been identified, or a number of absences has occurred, the following procedure will result for students *in Prep*:

- 7-15 days – Deputy Principal contacts parents and arranges for an interview
- If the child is not regularly attending after three weeks following the interview with the Deputy Principal, the Department's Prep letter will be sent by registered post, and the family referred to the Guidance Officer for support

Parents, members of the community and school staff may report an absence in the following ways:

- A note to the school
- A phone call to the school via the absence line: 5510 4366
- Verbal notification to office staff
- Email

- **Application from Compulsory Schooling and Compulsory Participation**

Students who are absent, or will be absent from school **for a period of more than 10 consecutive school days** (for example due to illness or family holidays) require an exemption. Principals may approve exemptions of less than one year where there is an appropriate reason. Decisions about exemptions are made by the principal of the school.

Parents are encouraged to discuss with the school whether an application for exemption is a suitable option. The school can provide parents with an application form for an exemption. It is important that supporting documentation and evidence are attached to the application.

When a decision about the exemption has been made, parents will be informed in writing whether or not the exemption has been granted, and if any conditions have been imposed. If parents are not satisfied with the decision made, they can make a submission for the decision to be reviewed.

Resources:

Every Day Counts

<http://education.qld.gov.au/everydaycounts/>

Departmental Policies

Education (General Provisions) Act 2006: [Education \(General Provisions\) Act 2006 \(Qld\) \(PDF, 1.5MB\)](#) Chapter 9 Parts 1, 3, 4; Chapter 10 Parts 1- 5: Section 426

Education (General Provisions) Act 2006: [Education \(General Provisions\) Regulation 2006 \(Qld\) \(PSF, 1.4MB\)](#) Part 2 Section 8, Part 4

Managing Student Absences and Enforcing Enrolment and Attendance at State Schools

<http://ppr.det.qld.gov.au/education/management/Pages/Managing-Student-Absences-and-Enforcing-Enrolment-and-Attendance-at-State-Schools.aspx>

Roll Marking in State Schools

<http://ppr.det.qld.gov.au/education/management/Pages/Roll-Marking-in-State-Schools.aspx>

Exemptions from Compulsory Schooling and Compulsory Participation

<http://ppr.det.qld.gov.au/education/management/Pages/Exemptions-from-Compulsory-Schooling-and-Compulsory-Participation.aspx>

Flexible Arrangements for School Students

<http://ppr.det.qld.gov.au/education/management/Pages/Flexible-Arrangements-for-School-Students.aspx>