



### Introduction

Regular attendance and punctuality are important characteristics of successful students. Being on time and prepared to learn gives everyone the best chance of success in the classroom.

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

- is committed to promoting the key messages of Every Day Counts.
- believes all eligible children should be enrolled at school and attend school all day, every school day.
- believes that it is a parent's responsibility to ensure that their child attends school on every school day for the educational program in which he/she is enrolled.
- recognises that a parent of a young person in the compulsory participation phase is obliged to ensure their child is participating full-time in an approved education or training option.
- believes that supporting attendance at school is the responsibility of everyone in the community.
- determines the duration and location of a student's educational program and this may include sites other than the school site, for example, sporting grounds, museums or TAFE.
- insists that at any time a student is not attending or participating in their educational program it is considered an absence and must be explained.
- monitors, communicates and implements strategies to improve regular school attendance.
- Believes that truanting can place a student in unsafe situations and impact on their future employability and life choices.

### Every Day Counts

*Every Day Counts* is a state-wide initiative addressing the issue of student attendance at school. The initiative is designed to change parent, community and student attitudes to school attendance. It requires the support of both parents and the community if student attendance is to be successfully addressed.

*Every Day Counts* promotes four key messages:

- all children should be enrolled at school and attend on every school day
- schools should monitor, communicate and implement strategies to improve regular school attendance
- truanting can place a student in unsafe situations and impact on their future employability and life choices
- attendance at school is the responsibility of everyone in the community.

While most students attend school consistently, there is a small number of students who are absent from school without an acceptable reason and this may harm their education.



Going shopping, visiting family, staying up late and being tired or extending school holidays are not acceptable reasons to be away from school. Research shows that higher rates of attendance at school are related to higher achievement.

It is widely recognised that attendance problems are best managed by early identification and intervention.

### **Compulsory Schooling**

Each parent of a child who is of compulsory school age must ensure that the child is enrolled and attends school on every school day for the educational programs in which the child is enrolled unless the parent has a reasonable excuse. A parent of a young person in the compulsory phase must ensure the young person is participating full-time in an eligible option, unless the parent has a reasonable excuse.

Parents of children of **Compulsory School Age** have a legal obligation to ensure that their children are enrolled in school and attend for every day of the educational program in which they are enrolled.

**Compulsory School Age** means if the child is at least 6 years 6 months (from 2008) and less than 16 or completes Year 10, whichever is sooner.

Parents of students in the **Compulsory Participation Phase** have a legal obligation to ensure that these students participate full-time in an eligible option.

A young person's **Compulsory Participation Phase** –

- a) starts when the person stops being of compulsory school age; and
- b) ends when a person –
  - I. gains a senior certificate, certificate III or certificate IV; or
  - II. has participated in eligible options for 2 years after the person has stopped being of compulsory school age; or
  - III. turns 17 years.

Where parents of a child of **compulsory school age** or a student in the **compulsory participation phase** persist in their failure to enrol their child in school or an eligible option, or to ensure that child's attendance or participation even after formal processes have been implemented, prosecution of the parent for failing to comply with the compulsory schooling or compulsory participation obligations may be recommended.

Further information is provided in Chapter 9: Compulsory Schooling; and Chapter 10: Compulsory Participation Phase; of the *Education (General Provisions) Act 2006*.



### Attendance: College Responsibilities

- The school attendance record is probably the most valuable data source available for the early detection of students experiencing personal, social and educational difficulties at school, and therefore needs to be accurate.
- Consistent attendance at college is a significant factor in achieving better academic and social outcomes.
- New concepts and skills are taught and reinforced each day by the teachers.
- Therefore, it is a whole college responsibility to ensure daily attendance monitoring procedures are followed and students not attending are followed up on a regular basis

### Attendance: Parent Responsibilities

At Upper Coomera State College, we take the job of monitoring attendance and communicating to parents very seriously and use a SMS text messaging system that will help to improve our communication with parents/carers about student attendance and punctuality.

If a student is going to be away, parents/caregivers should either:-

- Text **0416 906 149** with the student's name and Form class, the date of absence and the reason for absence, or
- Phone the school absence line – **5580 7570** clearly stating the student's name and Form class, the date of absence and the reason for absence.

If a student has had more than 10 absences in a term the College expects the parent to source a Medical Certificate for the illness.

In the event of an unexplained absence or an unexplained late arrival, parents/carers will receive an SMS message from the College indicating that the student is either not at school or has arrived without explanation. This message will read:

**“UCSC records show (Name) is absent today (date). Please provide a reason by reply SMS or by phoning 5580 7570**

Or

**“UCSC records show (Name) arrived late today at (9.10 am), (Date). School starts at 8.40 am.**

Parents/carers will reply by SMS explaining the absence. When they reply, they are to include the student's name and Form class, the date of absence and the reason for absence.





If a parent has not replied to the SMS message or not phoned the college absence line, then, on returning to college after an absence students must bring a note to their Form class teacher to explain the absence.

The college is not obliged to provide work for a student/s whose parents/caregivers voluntarily take them on holidays during a school term/s. However, we will endeavour to do so if given sufficient notice.

### Attendance: Student Responsibilities

- Students must be at college by 8.35am every day. Students arriving late must report to Student Services.
- Students who have been absent for a whole or part of the day must bring an explanatory note from their parents/carers to their Pathway teachers.
- Students wanting to leave college early must present a note from their parents/caregivers to Student Services before 8.40am. They will be given an Early Leave pass to show the teacher of their class when they have to leave. After leaving class, they are to report to the Main office to officially sign out.
- Students must be on time to class. Students persistently arriving late will be issued with detention. In time-tabled classes and Form class roll marking, this is the responsibility of the teacher.

### Procedures for late arrivals

- Students **MUST** report to Student Services if they arrive late to school. They will receive a late slip.

### Procedures for early departures

- Students may only leave the school early for good reason.
- Students wishing to depart early must report to the front office at the beginning of the school day with a letter of permission from their parent / carer.
- The student will then be issued an early departure slip.
- The student must show the class teacher the early departure slip before leaving their class. The student must then report to the front office prior to departure.
- Students **WILL NOT** be allowed to leave early without presenting an early departure slip.





### Junior School Absences Procedures

#### Teacher Responsibility

##### Morning roll marking:

1. Line students up at the allocated room;
2. As students enter the room, uniform must be checked;
  - Send students who breach the uniform policy to the office. Remember to mark them present on the roll.
3. Teacher marks the roll accurately. Teacher should do a head count to ensure accuracy;
4. Collect information as necessary (absence notes, permission forms, etc.) and place in the Communication Folder. Distribute any student communication as necessary;
5. Teacher is to follow up with students/parents to obtain an absence note, check to see if there has been a phone call, text or email the day the student returns (ID Attend);
6. Display Attendance Traffic Lights reports (Appendix 1) in classroom and discuss with students;
7. Teacher contacts home for any students that have % Present + Approved Absences between 88% - 95% from the fortnightly Attendance Traffic Lights report. Explained absences are then emailed to: [office@uppercoomerasc.eq.edu.au](mailto:office@uppercoomerasc.eq.edu.au).

##### Out of class for other reasons:

1. Teachers must provide at least 24 hours-notice of excursions and send a list of students involved to student services, and email notification to teachers;
2. The roll must be marked for absence and attendance and submitted to student services before departure where possible.
3. Staff members requiring students for set activities must notify the necessary staff before the event or provide a note to explain their absence.

#### Student Services

1. Sign students in late through ID Attend;
2. Send home absence and late text;
3. Prepare fortnightly traffic light reports for DPs;
4. Distribute fortnightly traffic light reports to class teachers;
5. Send absence warning letter sent for students below 85% (total) attendance;
6. Issue Form 4 - students with 10 days absence in total (not consecutive) after initial contact home – organise meeting time with relevant DP;
7. Issue Form 5 - if no change or response after 5 days - refer to Sub-school Principal;
8. Make students with 15 days consecutive unexplained absence INACTIVE if no contact can be made with parent/guardian (discuss with DP);
9. Ensure students with known absences of 2 weeks or more have an exemption from schooling application.







### **Attendance Officer**

1. Discuss fortnightly attendance traffic light reports with Student Services and DP's;
2. Ensure teachers are following up on partial absence and days away;
3. Monitor students with total attendance less than 88%. Determine reasons for non-attendance (i.e. truancy/lateness), ensure attendance systems are applied consistently and refer to Student Welfare Team if required.

### **DP Responsibility**

1. Ensure teachers are following up on unexplained days absent;
2. Monitor attendance and consistency across year levels;
3. Contact home students with less than 88% total attendance on traffic light report;
4. Contact parents of students who are persistently late;
5. Conduct FORM 4 Attendance Interviews with families;
6. Issue Consequences for school refusal in accordance with Responsible Behaviour Plan for Students;
7. Refer to Student Support Team if required.

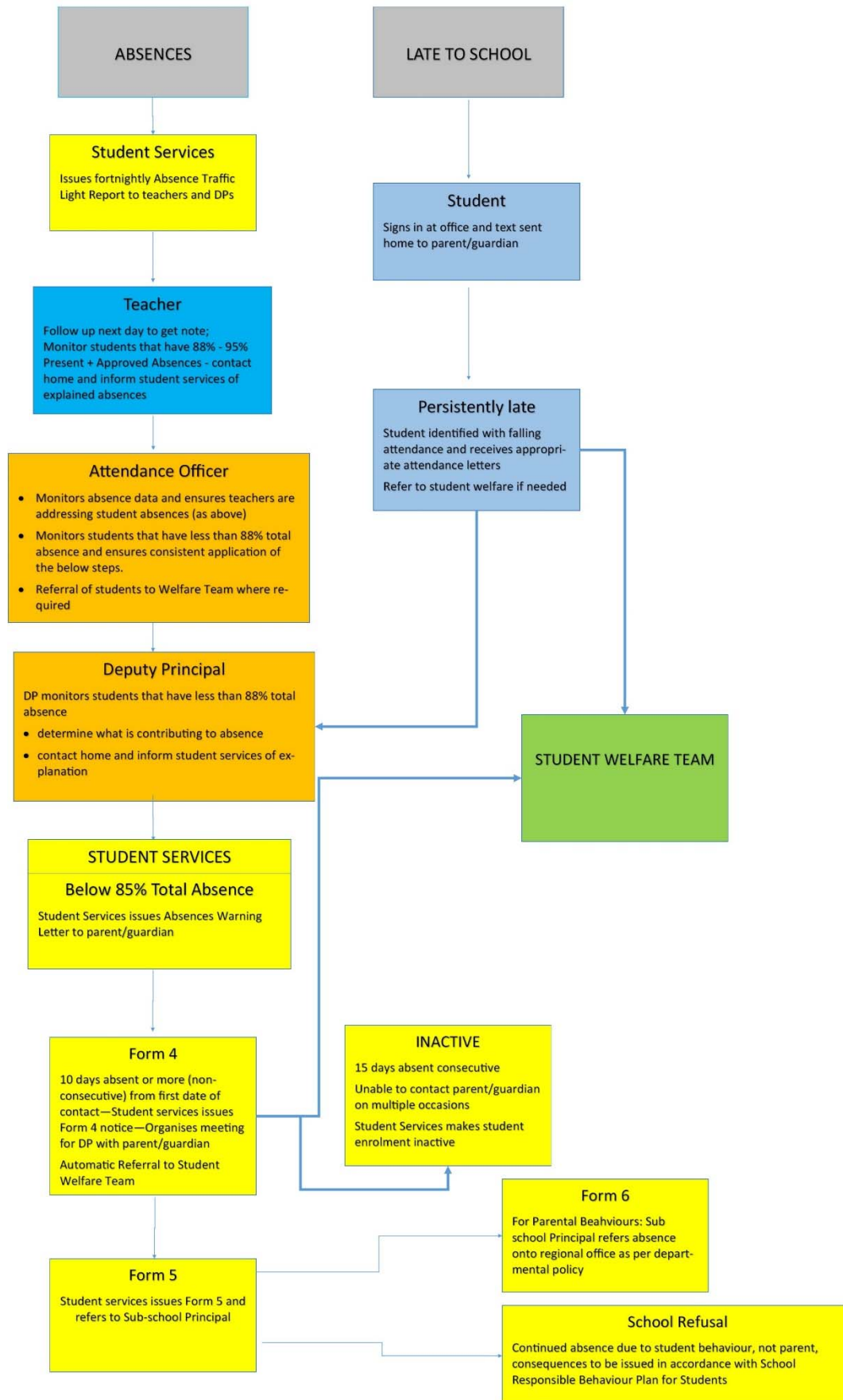
### **Sub-school Principal**

1. Monitor students who receive Form 4 & 5;
2. Liaise with Student Services regarding Form 5;
3. Conduct meeting and monitor students who receive Form 5.
4. Students who do respond to Form 5- refer to South East region office or start cancellation process.





### JUNIOR SCHOOL ATTENDANCE PROCEDURES





### Secondary School Absences Procedures

#### Teacher Responsibility

##### Form Roll Marking:

1. Collect Communications Folder from student services before the first bell sounds;
2. The first bell is at 8.35 and this is the signal to move to morning Form class;
3. Line students up at the allocated room;
4. As students enter the room, uniform must be checked;
  - Send students who breach the uniform policy to Student Services. Remember to mark them present on the roll.
5. Students must enter the allocated room and sit at a desk. There should be quiet while the teacher marks the roll accurately. Teacher should do a head count to ensure accuracy. Accept students up until the end of Form class (8.50am);
6. Students who are persistently late to Form class need to be managed as per class rules and expectations. Consequences should be applied by the class teacher;
7. Teacher must ensure daily notices are read;
8. Collect information as necessary (absence notes, permission forms, etc.) and place in the Communication Folder. Distribute any student communication as necessary;
9. Form class teacher is to follow up with students to obtain an absence note, check to see if there has been a phone call, text or email the day the student returns (ID Attend);
10. Display Attendance Traffic Lights reports (Appendix 1) in Form classroom and discuss with students (generated fortnightly);
11. Form class teacher contacts home for any students that have % Present + Approved Absences between 88% - 95% from the fortnightly Attendance Traffic Lights report. Explained absences are then emailed to [office@uppercoomerasc.eq.edu.au](mailto:office@uppercoomerasc.eq.edu.au)

##### Subject Class roll marking:

1. Mark the roll every day, every lesson accurately;
2. Log into ID Attend, find the class and mark students who are present. Confirm with a head count;
3. Late students need to be marked as present but late in ID Attend;
4. Persistent lateness needs to be dealt with first by the classroom teacher, then by the HOY of that class;
5. Do not mark students present if they are not physically in the room unless they have shown you a pass out;
6. If for some reason ID Attend does not work, complete a paper roll and send to Student Services as soon as it is completed;
7. Students who attend class who have not been marked present during the day must be sent to the office to be signed in late;
8. All roll marking must be done by 4pm the same day. Supply/cover teachers need to mark either a paper roll or use ID Attend to mark the teacher's class that they are covering;
9. Check Inconsistencies report for each class - adjust ID Attend if error noticed, follow up on period absences. Contact home and record on Oneschool for any truancy and issue appropriate consequences.







### Lateness:

1. If a student arrives late the teacher must change the roll, note on ID Attend, and issue a consequence as per class rules and expectation;
2. If a student is persistently late, contact parents, record on Oneschool. Absences will be included in a student's overall % attendance and will receive appropriate action as determined by the Attendance Officer;
3. All lateness to class should be recorded on ID Attend.

### Truancy:

1. If a student is absent from your class and has been marked present earlier in the day, you are responsible for following up to ascertain where the student was and issue a consequence as per your classroom behaviour plan. Parent contact needs to be made and the truancy recorded in One School;
2. A third truancy needs to be referred to the Dean where an afterschool detention (ASD) will be negotiated between the parent and the Dean;
3. If a student does not attend the ASD, the Dean makes a phone call to explain to the parents that if the student does not attend the next scheduled ASD there will be consequences for failing to follow instructions according to the RBPS. One School contact recorded;
4. Further truancy will require a Student Welfare Team referral and the year level Deputy notified;
5. In addition a case conference with the Dean and necessary personal may be conducted to develop a support plan.

### Out of class for other reasons:

1. Teachers must provide at least 24 hours-notice of excursions and send a list of students involved to Student Services, and email notification to teachers;
2. The roll must be marked for absence and attendance and submitted to Student Services before departure where possible. Phone or email attendance if the departure is off campus;
3. Staff members requiring students for set activities must notify the necessary staff before the event or provide a note to explain their absence.

**ALL STUDENTS OUT OF CLASS REQUIRE A SIGNED OUT-OF-CLASS PASS AT ALL TIMES**

### **Attendance Officer**

4. Discuss fortnightly attendance traffic light reports with Student Services;
5. Ensure teachers are following up on partial absence and days away;
6. Monitor students with total attendance less than 88% present. Determine reasons for non-attendance (i.e. truancy/lateness), ensure attendance systems are applied consistently and refer to Student Welfare Team if required.





### Student Services

1. Organise Communication Folders for each morning;
2. Send home absence text and late text;
3. Prepare fortnightly traffic light reports – print and issue copies to Form class teachers. Save reports in G:/Coredata/Common/Attendance;
4. Liaise with Attendance Officer to assess attendance and steps for students below percentage thresholds;
5. Absence warning letter sent for students below 85% (total) attendance;
6. Issue Form 4 - students with 10 days absence in total (non-consecutive) after initial contact – organise meeting time with relevant DP;
7. Issue Form 5 - if no change or response after 5 days - refer to Sub-school Principal;
8. Make students with 15 days consecutive unexplained absence INACTIVE if no contact can be made with parent/guardian (discuss with DP);
9. Highlight students with <88% attendance in years 11 & 12 (or age 16) for referral to cancellation of enrolment process (see below);
10. Ensure students with known absences of 2 weeks or more have an exemption from schooling application.

### For Years 11 & 12 (or age 16+)

- If total attendance less than 85%: The Senior Schooling HOD in conjunction with Years 11 & 12 Deans will:
  - Gather information to consider for cancellation of enrolment process – behaviour record, assessment non-submission, feedback from teachers about participation in program of instruction
  - Bring information for cancellation of enrolment process to DP for process approval
  - Contact parent about student starting cancellation of enrolment process, arrange for advice of non-compliance meeting and complete OneSchool record to document process, notify [office@uppercoomerasc.eq.edu.au](mailto:office@uppercoomerasc.eq.edu.au) to send Advice of Non-compliance letter to parent
  - Conduct Advice of non-compliance meeting
- If student has already been issued Advice of Non-Compliance the Senior Schooling HOD, in conjunction with Years 11 & 12 Deans, will bring information for cancellation of enrolment process to DP to action final cancellation of enrolment process.

### DP Responsibility

1. Monitor attendance and consistency across year levels;
2. Cancellation process – years 11 & 12;
3. Issue Consequences for school refusal in accordance with Responsible Behaviour Plan for Students;
4. Conduct FORM 4 Attendance Interviews with families.

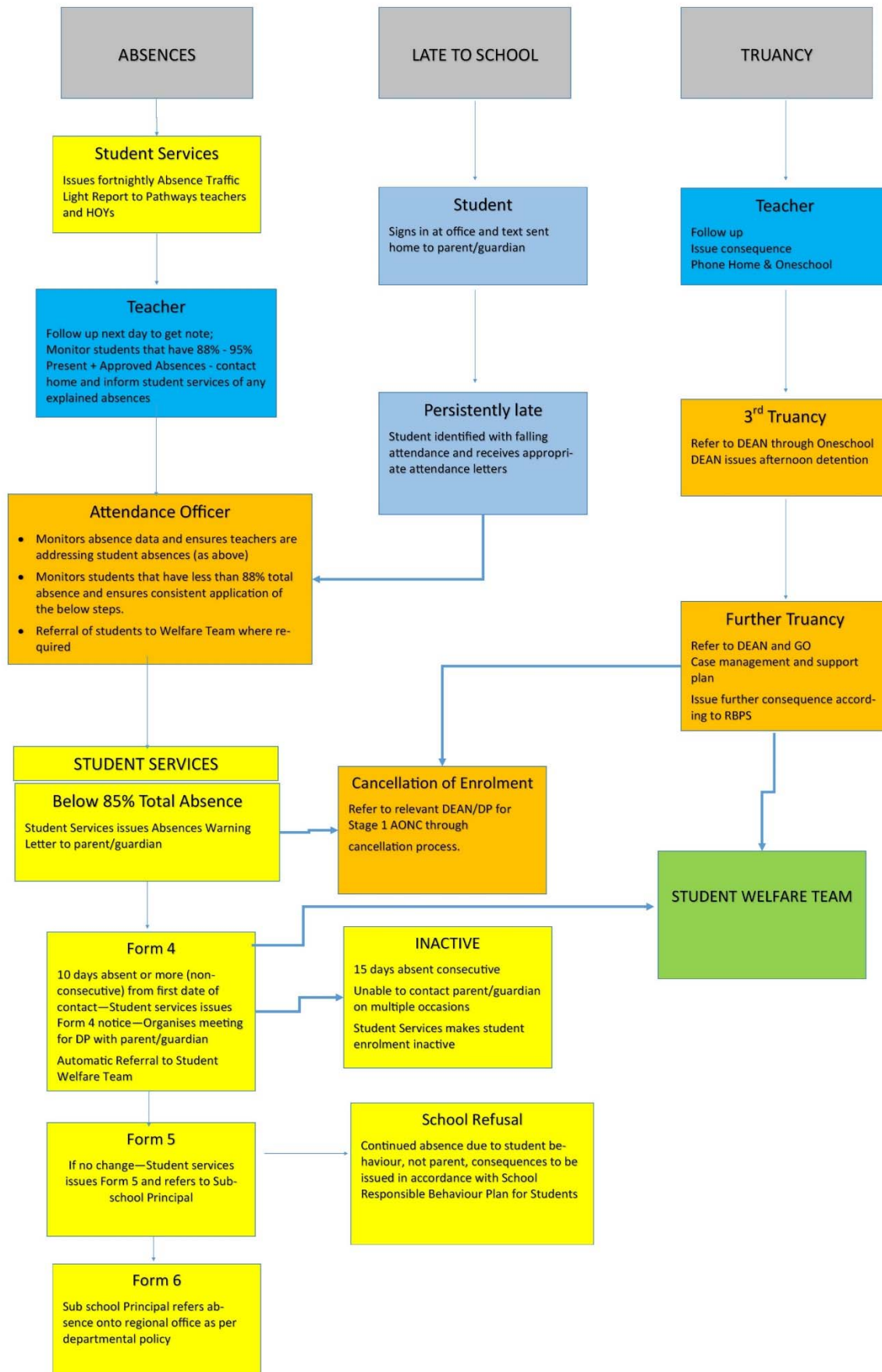
### Sub-school Principal

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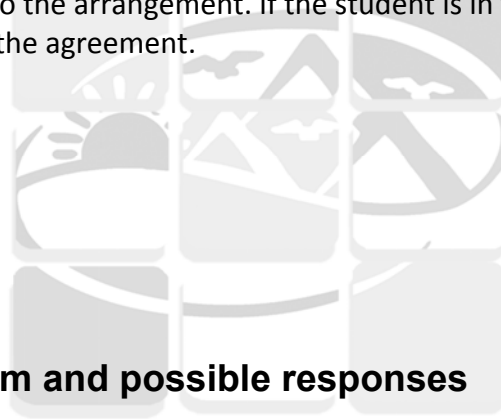
### SECONDARY SCHOOL ATTENDANCE PROCEDURES





### Attendance Policy Clause for Students with a Disability or Identified Medical Condition.

On occasion students with a disability and or student's with an identified medical condition may require higher absenteeism's from school than a child without a disability or medical condition. Such absences would be advised by the students' parents/caregivers as they would for a child without a disability or medical condition. In addition students with a disability or identified health medical condition may require planned and flexible timetabling in order to access the school environment. In this case a **Flexible Arrangement: Assessment, Plan and Agreement** would be made. A flexible arrangement can be suggested by the school, a parent, or a student. The student's case manger/ teacher(s) will assess the student's needs, expected learning outcomes from the flexible arrangement, and suitability of the education provider. The case manager/teacher(s) will then provide advice to the principal. The principal will decide whether to approve the proposed flexible arrangement. If the student is of a compulsory school age, a parent must give written consent to the arrangement. If the student is in the compulsory participation phase, he or she must sign the agreement.



### Types of absenteeism and possible responses

Terms	Examples	Possible Responses
<b>Chronic absenteeism</b>	<p>Persistent or habitual absence or lateness</p> <p>Students with high levels of absences, variously defined as 10% or more school days absent</p> <p>Parents may provide explanations for absences, but these explanations may be considered unreasonable.</p>	<p>Parents and family members play an important role in assisting the student to reintegrate back and remain engaged in school. Schools may wish to:</p> <ul style="list-style-type: none"> <li>• notify parents of their legal obligations and the importance of schooling and of continuity in learning from the early years</li> <li>• encourage parents to participate in parenting skills training (e.g. organisational skills)</li> <li>• encourage the development of supportive networks with other parents (e.g. establish a parents club)</li> <li>• encourage parents to seek support from and communicate regularly with teachers and the school.</li> </ul>







<p><b>School refusal</b></p>	<p>A form of chronic absenteeism</p> <p>Parents often are aware of the absenteeism but are unable to address it</p> <p>Students who are almost completely unwilling or unable to attend school because of:</p> <ul style="list-style-type: none"> <li>• their past school experiences</li> <li>• psycho-social reasons related to clinical levels of anxiety</li> <li>• a developed habit of absence</li> </ul>	<p>The school gathers information about the student and family to help understand the nature of and reasons for the absences.</p> <p>The school implements strategies to address issues like learning problems or bullying where appropriate.</p> <p>School support staff such as Guidance Officers, Youth Support Coordinators or nurses may be involved.</p> <p>Where appropriate the school refers students and parents to relevant professionals (e.g. counsellors and psychologists) for programs according to the individual student's needs.</p> <p>Solutions may require whole-of-government intervention and support, as for truancy (see below).</p>
<p><b>Truancy</b></p>	<p>Disengagement from school</p> <p>May be accompanied by alienation from the school culture</p> <p>Unexplained absences from school perhaps without the knowledge of the parent/s</p>	<p>Where the reasons for truancy pertain to aspects of the school (e.g. poor relationships with teachers), the school implements strategies to address these aspects.</p> <p>The school alone may not be able to address all of the needs of the student (e.g. domestic violence at home, child abuse, etc.). Schools should work with the family and liaise with other agencies such as:</p> <ul style="list-style-type: none"> <li>• Department of Child Safety,</li> <li>• Department of Communities,</li> <li>• Queensland Police Child Protection Investigation Unit, and</li> <li>• other relevant non-government organisations.</li> </ul>







## Appendix 1: Attendance Traffic Light Report

Learning Pathways to the Future

Name	Home Group	Total Periods	Periods Present	Approved Absences	Not Approved Absences	% Present	% Present + Approved Absences	Days Absent	Late For School
	8D	600	348	145	107	58	82.17	42	1
	8D	605	356	51	198	58.84	67.27	48	6
	8D	605	360	120	125	59.5	79.34	39	0
	8D	605	427	66	112	70.58	81.49	30	0
	8D	600	430	19	151	71.67	74.83	23	7
	8D	600	442	154	4	73.67	99.33	25	0
	8D	600	455	121	24	75.83	96	24	0
	8D	605	459	31	115	75.87	80.99	26	0
	8D	600	487	11	102	81.17	83	19	2
	8D	605	493	90	22	81.49	96.36	21	1
	8D	589	491	1	97	83.36	83.53	15	1
	8D	605	511	42	52	84.46	91.4	14	3
	8D	605	519	48	38	85.79	93.72	10	2
	8D	600	520	0	80	86.67	86.67	14	0
	8D	605	530	61	14	87.6	97.69	10	25
	8D	600	533	54	13	88.83	97.83	10	2
	8D	605	548	24	33	90.58	94.55	6	2
	8D	600	544	18	38	90.67	93.67	8	1
	8D	605	549	43	13	90.74	97.85	8	0
	8D	600	545	13	42	90.83	93	7	4
	8D	605	560	21	24	92.56	96.03	5	0
	8D	598	554	3	41	92.64	93.14	5	2
	8D	65	61	3	1	93.85	98.46	0	2
	8D	600	571	13	16	95.17	97.33	5	0
	8D	535	512	5	18	95.7	96.64	1	0
	8D	600	584	10	6	97.33	99	3	0
	8D	605	597	3	5	98.68	99.17	0	4
	8D	600	599	0	1	99.83	99.83	0	0
	8D	15	15	0	0	100	100	0	0

