

**Cloyna State School**

**Attendance Policy**

ATTENDANCE POLICY

***Rationale***

All schools in Queensland are committed to providing safe and supportive learning

environments for all students which address their educational needs.

Cloyna State School expects that every student will attend school every day of the

school year unless prevented by reasonable circumstances from doing so.

Cloyna State School attendance policy aims to maximise participation in learning

programs by all students.

***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. Cloyna 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 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.

**Expectations of School Staff**

At Cloyna State School we expect;

• That all staff will mark rolls diligently and accurately every morning and

afternoon or activity (e.g. sport, music lessons etc) that they are responsible

for throughout a normal school day or during a camp/ excursion.

• That rolls are returned to the office each Friday by class teachers, to ensure

student attendance can be recorded in our system promptly and parents can

be notified of unexplained absences.

• That class absences are recorded and reported either through paper modes

• That contact is made with parents/ guardians by principal within 3 days

for unexplained absences if the student has returned with no explanantion..

• That contact is made with parents/ guardians by administration if a pattern of

absence is noted or a student is absent for three consecutive days with no

contact made by parents/guardians.

• That students who are found to be truant for any part of a school day, are

reported to parents/ guardians immediately by the school administration with

appropriate consequences established.

• That pro-active & supportive strategies are employed with students who

demonstrate an unwillingness to attend school.

**Expectations of students**

At Cloyna State School we expect;

• That every student will attend every day of school throughout the year.

Research clearly shows that students who attend very regularly achieve much

better results across the long term;

• That if coming to school late, they sign in at the office. They should present a

note from a parent/ guardian explaining lateness. Persistent lateness will lead

to detentions and contact with home.

• That students remain at school the entire day and only depart prior to the end

of the school day through the office with a parent/ guardian who sign them out

and with approval by school administration.

• That students ensure their parents/ guardians provide them with a note or

phone call explaining absences

• That students will actively and promptly follow up with their teachers after all

absences to ensure they have all the required work to continue successfully

in their classes.

**Expectations of Parents**

At Cloyna State School we expect;

• That parents/guardians actively support the school in ensuring their child(ren)

attend school every day of the year.

• That parents/ guardians provide a note, email or phone the office if their

child(ren) are late for school.

• That parents/ guardians provide notification prior to any planned early

departure from school and remind their child(ren) that they still must report to

the office where they will be signed out before their departure

• That parents/ guardians 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)

• That parents/ guardians give forewarning of known future absences, in

particular long term absences.

• That parents/ guardians will actively and promptly instruct their child(ren) to

follow up with their teachers after all absences to ensure they have all the

required work to continue successfully in their classes.

• That parents/ guardians make informed decisions about appropriate

absences from school, remembering that every absence requires the student

to organise catch-up work.

• That parents/ guardians support the school in applying detentions for students

who truant during any school day.

***Strategies***

At Cloyna State School we promote 100% attendance by:

• Promoting a positive and supportive school environment

• Ensuring consistent follow up of absences with parents/caregivers

• Working with students and families to reduce absenteeism.

***Responses to absences***

At Cloyna State School, we are committed to achieving the following targets in

improving attendance:

• Reduce the number of students not attending more than 85% of school days

to zero in each year level.

• Improve the school’s overall attendance to 96%.

When a student is absent without explanation for 3 days or a pattern of absences has

been identified, Cloyna will take the following actions:

• Office staff (or class teacher) will notify the Principal

• Principal will contact parents, verify reason for absence and record in

One School

• Principal will monitor for ongoing student absences

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At Cloyna State School the consequences or impacts of unexplained or

unauthorised absences might include the following:

• Detention

• Referral to Student Services Committee

• Referral to Guidance Officer and/or outside agencies

• Meeting with parents/guardians

• Developing an Individual Attendance Plan for students

• Formal processes as per Education Queensland policy up to and including

referral by the Director General for prosecution under the Education (General

Provisions) Act.

***Reporting and monitoring attendance***

At Cloyna reports of absence or truanting are taken seriously. Parents, members of

community and school staff may report an absence in the following ways:

• Telephone /email to the school office ( admin@cloynass.eq.edu.au )

• Signed/dated note sent with the 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***

***SMS-PR-017: Enforcement of Compulsory Schooling and Compulsory***

***Participation Phase***

http://education.qld.gov.au/strategic/eppr/students/smspr017/

***SMS-PR-029: Managing Student Absences***

http://education.qld.gov.au/strategic/eppr/students/smspr029/

***SMS-PR-036: Roll Marking in State Schools***

http://education.qld.gov.au/strategic/eppr/students/smspr036/