

"Honour Above Honours"

Biloela State High School

Locked Bag 2, Biloela 4715 Ph: 07 4992 8666

Email: admin@biloelashs.eq.edu.au

Web: <http://biloelashs.eq.edu.au>

Facebook: Biloela State High School

ABN : 535 684 234 76

ATTENDANCE POLICY

Rationale

The Education Act (2006) requires that students of compulsory school age attend school until the completion of year 10 or until they turn 16 years of age, whichever comes first. Students are then required to participate in the Compulsory Participation Phase in education or training either:

- for two years beyond Year 10 or after turning 16; or
- until they have gained a Senior Certificate; or
- until they have gained a Certificate III; or
- until they have turned 17.

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

Biloela State High School expects all students to attend school each and every day. The attendance policy aims to:

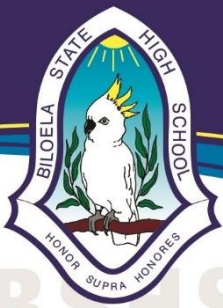
- develop a positive school culture;
- identify absences quickly;
- follow-up promptly; and
- send clear messages to students and parents that attendance is vital.

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.

Biloela State High 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, each and 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; and
- believes attendance at school is the responsibility of everyone in the community.



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Responsibilities

School responsibilities:

- Communicate high expectations of attendance to students, parents/careers, staff and the wider community.
- Monitor individual, year level and whole school attendance patterns.
- Follow-up on absences with students and parents/carers.
- Provide support strategies to assist students in monitoring and improving their attendance.

Student responsibilities:

- Attend school each and every day. This includes attending all sports days and the last day of term.
- Arrive to school on time each and every day.
- Sign in at the office for late arrival.
- Sign out at the office for early departure.
- Provide an explanation from their parent/carer for any late arrival, early departure or absence.
- Complete an 'Attendance Passport' in weeks four, seven and ten of every term.

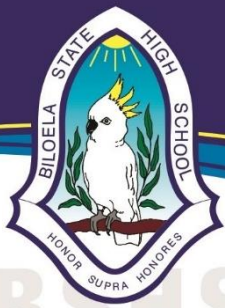
Parent/Carer responsibilities:

- Ensure their child attends school each and every day.
- Ensure their child arrives to school on time each and every day.
- Provide an explanation for any late arrival, early departure or absence for their child.
- Report any concerns regarding their child's attendance to school staff.

Strategies

At Biloela State High School we promote 100% attendance by:

- completion of attendance passports in weeks four, seven and ten of every term in Wellbeing lessons;
- rewarding of outstanding attendance through 'Positive Behaviour for Learning' initiatives;
- ensuring consistent follow-up with students and parents/carers; and
- providing support strategies to assist students in monitoring and improving their attendance.



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Responses to absences

Biloela State High School takes the following actions in response to student attendance:

	Administration Officer	Youth Support Coordinator/ Guidance Officer	Classroom Teacher	Year Coordinator	Deputy Principal	Principal
Positive Behaviour for Learning	Collate attendance data for 'Attendance Passports' in weeks 4, 7 and 10.		Complete Attendance Passport (Appendix One) in weeks 4, 7 and 10 in Wellbeing lessons.			
Absences	Send absence text every morning to notify parents and establish reason for student absence. Monitor unmarked classes and notify teachers. Draft 'Unexplained Absence' letters home in weeks 2, 5 and 8 of every term and distribute to Year Coordinators.		Mark roll identifying student absence.	Distribute 'Unexplained Absence' letters (Appendix Two) home in weeks 3, 6 and 9 of every term. Follow-up the return of 'Unexplained Absence' letters with students.		
85% to 90% attendance			Phone home to discuss progress in curriculum area.	Phone home to discuss overall attendance and support measures.		
Less than 85% attendance	Draft 'Less than 85% Attendance' letters as requested.		Phone home to discuss progress in curriculum area.	Send 'Less than 85% Attendance' letters (Appendix Three & Four) home. Conduct 'Attendance Support Meeting' (Appendix Five) with student and parent/carer.	Implement Enforcement of Attendance process (years 7 to 10). Implement Cancellation of Enrolment process (years 11 to 12).	
Less than 85% attendance and not contactable		Conduct home visits as requested by the Student Support Services Team.				Liaise with CQR as required.



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Reporting and monitoring attendance

At Biloela State High School reports of student absence are taken seriously. Parent/carers, members of the community and school staff may report absence, late arrival, early departure and truancy in the following ways:

- text message/telephone/email to the school office; or
- signed/dated note from the parent/carer sent to school with the student; or
- in person to the office.

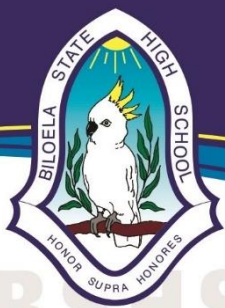
Roll Marking

Absence codes for full or part day absence

Type of Absence	Code	Explanatory notes
Entire day	A	Student was absent entire day.
Early (No Penalty)	E	Student left early, but within the final 2 hours of scheduled schooling. This will not count as an afternoon/half day absence. If the student left earlier than 2 hours prior to the end of the scheduled school day, this will count as an afternoon/half day absence (see "P" code).
Late (No Penalty)	L	Student arrived late, but within 2 hours of scheduled schooling. This will not count as a morning/half day absence. If the student arrived after the first 2 hours of the scheduled school day, this will count as a morning/half day absence (see "M" code).
Morning	M	Student was absent for the morning. This will count as a half day absence.
Afternoon	P	Student was absent during the afternoon. This will count as a half day absence.

Absence reason codes for reasonable reason

Reason why student is not physically present at school	Code	Explanatory notes	Counted as an absence
School activity	A	Student is participating in an authorised school activity for school purposes. May include participation in school choirs, youth parliament, or community service, or attendance at a hospital school.	No
Attendance not required	B	Student was not required to attend school on this day as it is not included in their educational program, or for a student with charge-related reasons the student has enrolled in a School of Distance Education or engaged in an educational program. This code also applies if the student is in a youth detention centre.	No
Excursion	C	Student is participating in an excursion which occurs outside the school grounds and is conducted, organised and/or approved by the school. Excursions could include part-day, full-day or multi-day class visits to venues outside the school or school camps.	No
Off Campus activity	F	Student is participating in an authorised activity that is away from the school campus. These activities may include flexible arrangements, attendance at a TAFE or other training provider course, participation in a VET activity or participation in a school-based apprenticeship or traineeship. These activities will be regular and ongoing.	No



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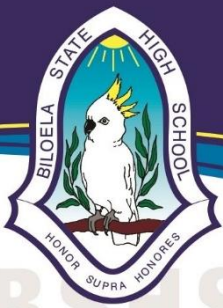
Holiday	H	The parent, or the student if they are living independently, has informed the school that the student/family is taking a holiday. Note that holidays during the school term should be discouraged. If the absence is more than 10 consecutive days, an exemption is required.	Yes
Illness	I	The parent, or the student if they are living independently, has informed the school that the student is sick. This includes all references to ill health or reasons related to the health of the student. If a medical certificate has been provided this should be noted in OneSchool and kept on file. If a child is unable to attend school for a period longer than 10 consecutive school days, an exemption is required. A child may be absent from school if the child is, or is a member of a class of persons that is, subject to a direction or order given about an infections or contagious disease or condition.	Yes
Natural Disaster	N	Student is unable to attend school due to an extreme weather event or other natural disaster.	No
Sorry Business	D	Aboriginal and Torres Strait Islander students participating in sorry business.	Yes
Other	O	The principal has determined that the excuse provided by the parent or student (where the student is an adult or where it would be inappropriate to ask the parent) is reasonable. Principals must use the Guidelines to determine reasonable excuses and document these reasons. This code may be used for medical and dental appointments, religious observances, funerals, and legal matters.	Yes
Short suspension	P	Student is suspended for 1 to 10 days under s.283 of the EGPA.	Yes
Long suspension	Q	Student is suspended for 11 to 20 days under s.283 of the EGPA, or for a student with charge-related reasons, the student has not enrolled at a School of Distance Education or engaged in an educational program.	Yes
Suspension – recommended exclusion	R	Student is suspended with the recommendation for exclusion under s.293 of the EGPA.	Yes
Sport (Representative Sport)	S	Student is representing their school, district, region, state or nation at a sporting event recognised by the school.	No, if representing their school, district state or region. Yes, in all other circumstances.
Sport (Non- representative)	O	Student is participating in sporting activities that are not endorsed by the school and is not representing the school, district, region, state, or nation.	Yes
Work experience	W	Student is participating in an approved work experience program.	No
Exemptions	Z	Student has an exemption from schooling.	No

Extra-curricular Activities

Participation in extra-curricular activities is subject to students attending 85%.

For the purposes of this policy, extra-curricular activities include but are not limited to:

- Non-curricular excursions
- Interschool sport
- Year 7 Camp
- Year 10 Camp
- Year 11 University Trip
- Year 12 Ski Trip
- Year 12 Formal



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Endorsement

This policy has been informed by:

- Department of Education: Every Day Counts
- Department of Education: Managing Student Absences and Enforcing Enrolment and Attendance at State Schools
- Department of Education: Roll Marking in State Schools

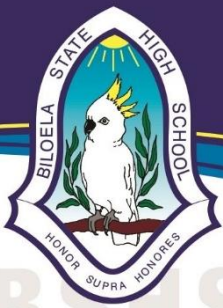
This policy was developed in consultation with the school community and meets identified school needs and systemic requirements.

H. Murry

Heather Murry
Principal
Monday 10th December, 2018

N.A. Melville

Noeline Melville
P&C Representative
Monday 10th December, 2018



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APPENDIX ONE

Example

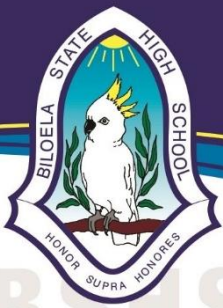
Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
4	14	18	78%
Reasons for absence:		Strategies for improvement:	
<ul style="list-style-type: none"> ✓ Monday 1st February – slept in, stayed up late playing computer games. ✓ Monday 15th February – slept in, went away for the weekend. ✓ Thursday 18th February – sick, no Medical Certificate provided. 	<ul style="list-style-type: none"> ✗ Monday 1st February – don't know. ✗ Monday 8th February – can't remember. ✗ Monday 15th February – sick, I think. ✗ Thursday 18th February – don't know. 	<ul style="list-style-type: none"> ✓ Get ready for school the night before including: organising uniform, packing school bag and making lunch. ✓ Go to bed at 9.00pm. ✓ Set an alarm clock for 7.00am. 	<ul style="list-style-type: none"> ✗ Come to school. ✗ Try harder. ✗ Do better.

Week One to Three, Term One

Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
Reasons for absence:		Strategies for improvement:	

Week Four to Six, Term One

Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
Reasons for absence:		Strategies for improvement:	



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Week Seven to Nine, Term One

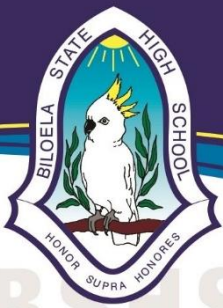
Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
Reasons for absence:		Strategies for improvement:	

Week One to Three, Term Two

Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
Reasons for absence:		Strategies for improvement:	

Week Four to Six, Term Two

Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
Reasons for absence:		Strategies for improvement:	



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Week Seven to Nine, Term Two

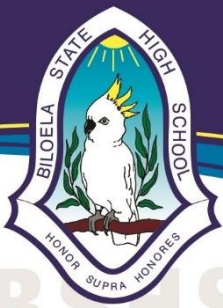
Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
Reasons for absence:		Strategies for improvement:	

Week One to Three, Term Three

Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
Reasons for absence:		Strategies for improvement:	

Week Four to Six, Term Three

Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
Reasons for absence:		Strategies for improvement:	



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Week Seven to Nine, Term Three

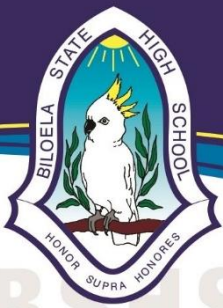
Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
Reasons for absence:		Strategies for improvement:	

Week One to Three, Term Four

Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
Reasons for absence:		Strategies for improvement:	

Week Four to Six, Term Four

Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
Reasons for absence:		Strategies for improvement:	



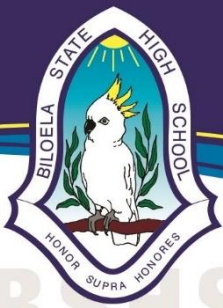
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Week Seven to Nine, Term Four

Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
Reasons for absence:		Strategies for improvement:	



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APPENDIX TWO

Day Date

Dear Parent/Carer

Our records indicate that your child was absent on the dates listed.

As the Department of Education and Training requires written explanations for all student absences would you please sign the slip below and return it to the school office explaining the reasons they were away from school.

It is school policy and a matter of student welfare, to write to all parents when students have had unexplained absences.

Yours sincerely

Name
Principal

To be completed by parent/carer and returned to the school

Students Name: Name

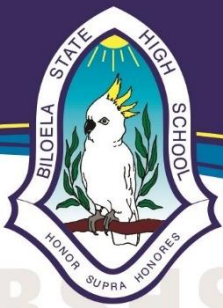
Student ID: ID Number

Year Level: Year

Parent/Carer Signature: _____

Date: _____

Date	Reason	Date	Reason
Date		Date	
Date		Date	
Date		Date	
Date		Date	



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APPENDIX THREE Years 7 to 10

Day Date

Dear Name

STUDENT ATTENDANCE LESS THAN 85%: Name

Research shows that student attendance at school is directly related to student achievement and life outcomes after school. Students with high levels of attendance generally achieve well at school and experience positive life outcomes including going on to further education, training or employment. Students with low levels of attendance generally struggle to achieve satisfactory results at school and often experience difficulty finding an appropriate pathway after school.

Student absence is not an issue which can be dealt with solely by the school. It requires the support of parents/carers and the community if it is to be successfully addressed.

Your child is in the compulsory learning phase. The Queensland Education Act states that students in the compulsory learning phase must attend school. The Queensland Government states that students are in this phase until they turn 16 or complete year 10, whichever is sooner.

The school attendance policy requires students' attendance to be at or above 92% with no unexplained absences. School records indicate that your child has had a significant number of absences from school. Please see the attached attendance record for specific details. The school is aware some of these absences may have valid explanations.

To discuss your child's attendance and strategies for improvement, I would like to meet with you and your child on Day Date Time.

If you are unable to make this appointment, please contact the school on 4992 8666 to make alternative arrangements.

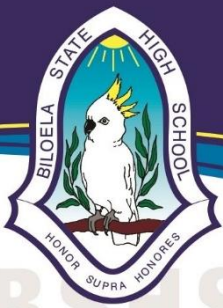
If you fail to attend this meeting or make alternative arrangements, the school may initiate formal enforcement of attendance processes.

Thank you for your support in this matter.

Yours sincerely

Name
Year Number Coordinator

Name
Principal



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APPENDIX FOUR Years 11 to 12

Day Date

Dear Name

STUDENT ATTENDANCE LESS THAN 85%: Name

Research shows that student attendance at school is directly related to student achievement and life outcomes after school. Students with high levels of attendance generally achieve well at school and experience positive life outcomes including going on to further education, training or employment. Students with low levels of attendance generally struggle to achieve satisfactory results at school and often experience difficulty finding an appropriate pathway after school.

Student absence is not an issue which can be dealt with solely by the school. It requires the support of parents/carers and the community if it is to be successfully addressed.

Your child is in the compulsory participation phase. The Queensland Government states that young people must be engaged in education, training or employment (twenty-five hours per week) after compulsory schooling until they gain either a Senior Certificate / Certificate III / Certificate IV or turn 17.

The school attendance policy requires students' attendance to be at or above 92% with no unexplained absences. School records indicate that your child has had a significant number of absences from school. Please see the attached attendance record for specific details. The school is aware some of these absences may have valid explanations.

To discuss your child's attendance and strategies for improvement, I would like to meet with you and your child on Day Date Time.

If you are unable to make this appointment, please contact the school on 4992 8666 to make alternative arrangements.

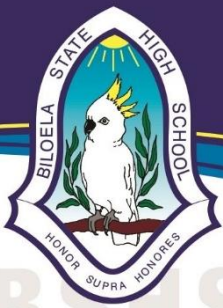
If you fail to attend this meeting or make alternative arrangements, the school may initiate formal cancellation of enrolment processes.

Thank you for your support in this matter.

Yours sincerely

Name
Year Number Coordinator

Name
Principal



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APPENDIX FIVE

Attendance Support Meeting

Student name: _____

Year Level: _____

Staff name: _____

Date: _____

Item	Example	Term One	Term Two	Term Three	Term Four
Total number of days absent:	4				
Total number of days present:	14				
Days in the term to date:	18				
Attendance percentage:	78%				
Reasons for absence:	<ul style="list-style-type: none"> ✓ Monday 1st February – slept in, stayed up late playing computer games. ✓ Monday 8th February – slept in, stayed up late playing computer games. ✓ Monday 15th February – slept in, went away for the weekend. ✓ Thursday 18th February – sick, no medical Certificate provided. 	<ul style="list-style-type: none"> ✗ Monday 1st February – don't know. ✗ Monday 8th February – can't remember. ✗ Monday 15th February – sick, I think. ✗ Thursday 18th February – don't know. 			
Strategies for improvement:	<ul style="list-style-type: none"> ✓ Get ready for school the night before including: organising uniform, packing school bag and making lunch. ✓ Stop playing computer games at 8.00pm. ✓ Go to bed at 9.00pm. ✓ Set an alarm clock for 7.00am. ✓ Allow only one snooze cycle each morning. 	<ul style="list-style-type: none"> ✗ Come to school. ✗ Try harder. ✗ Do better. 			
Monitoring date:					