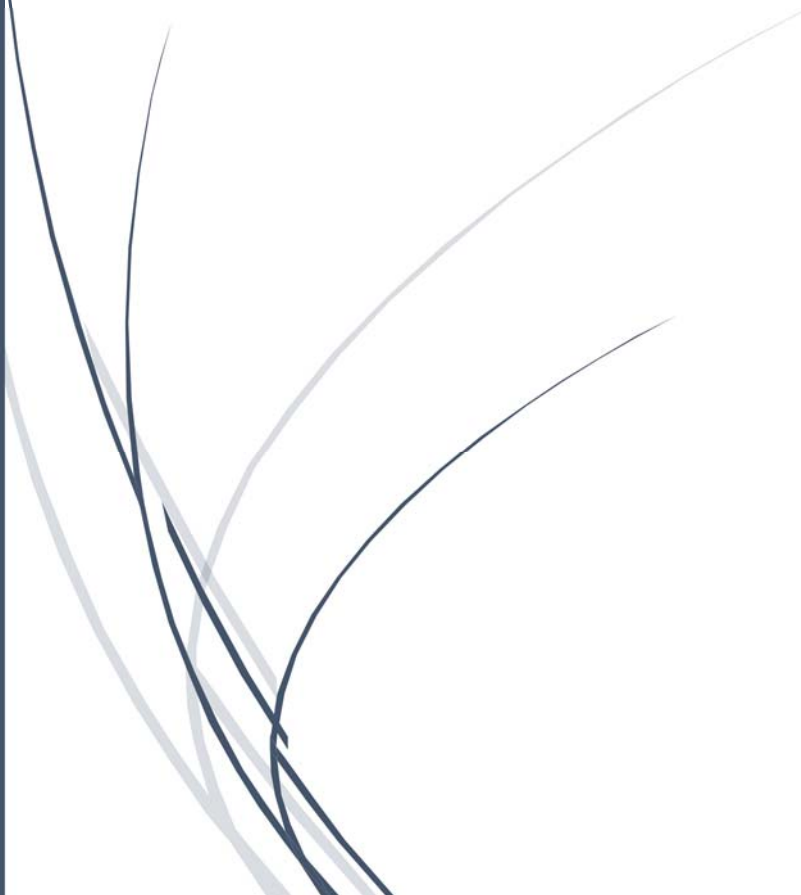




Benarkin

State School

BENARKIN STATE SCHOOL – Attendance Policy



Rationale

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

Benarkin State School expects all students to attend school everyday. Benarkin State School's attendance policy aims to improve student attendance by providing a set of clear strategies. Benarkin State School attendance policy aims to maximise participation in learning programs by all students to ensure all children can access equitable educational outcomes. At Benarkin State School we are committed to achieving the following targets in improving attendance: **A 95% average attendance rate for students in 2016.**



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. Benarkin 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 truancy 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:

- Ensure all staff follow electronic roll marking procedures in the morning and afternoon using OneSchool.
- Ensure unexplained absences are followed up routinely. Classroom teachers to send home Unexplained absences note when there is no phone call, email or note from parents explaining reason for absence.
- Administration staff to record all telephone calls regarding absences and give to classroom teacher for recording on OneSchool.
- Where classroom teacher is absent ensure supply teaching staff are aware of roll marking procedures. Options:- (1) Administration Officer (M T W Th) to follow up with paper copy roll and enter data; (2) Principal or delegate to follow up and electronically mark rolls on behalf of absent teacher; or (3) mark on the daily plan any absences and on return to school, the class teacher will complete the electronic roll
- Principal to monitor non attendance and implement strategies to reduce occurrence. OneSchool absence letter generated and sent home to parents to explain absences.
- Provide students with school work when they are absent for legitimate extended periods of time.
- Notify the relevant authorities if non-attendance persists.

Student responsibilities:

- Attend school regularly unless there is a valid reason.
- Provide copies of notes to teachers or from teachers to parents to reduce number of unexplained absences.
- Remind parents to email, phone or return a note when absent from school.
- Ensure all missed school work is completed.

Parent responsibilities:

- Send child/ren to school everyday unless there is a valid reason.
- Contact the school prior to any planned absence.
- Provide an explanation of all absences to the school within 24 hours of absence. This can be done via email, note or by phone.
- Meet with school staff in cases of regular non attendance, or regular unexplained absences and follow up with strategies for improvement.
- Contact the Principal if student absence is to be for an extended period of time (e.g. family reasons or illness) and request school work – at least 2 days' notice should be given to prepare work.
- Advise the school of any change of address or phone numbers to ensure school records are accurate. Up to date data is essential in an emergency.

Strategies

- At Benarkin State School we promote 100% attendance by:
- Promoting the importance of attending school everyday through parades, school newsletter items and in classroom discussions.
- Creating safe and supportive classroom environments that encourage children to attend school every day.
- Providing rich and stimulating learning experiences in all classrooms that encourage students to learn. Encouraging participation in extra curricular offerings and individual child interest areas at the school.
- Staff showing interest and concern for student welfare and following up with absences that have been unexplained.
- Expecting **all** parents to explain **all** absences. Benarkin State School will provide a variety of options for parents to notify the school of absences (text message, email, note, or phone). Benarkin State School will provide a written template for parents to use to inform the school of any absences. Classroom teachers will follow up unexplained absences by sending home a reminder letter to parents where absences have been unexplained. Principal will regularly send home Unexplained Absence Letters for parents to explain child absences.



Responses to absences

At Benarkin State School, we are committed to achieving the following targets in improving attendance:

- No Unexplained Absences.
- 100% follow up to ensure all children who are away have phoned, emailed or called the school.
(Attendance note reminder, phone call home).

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

- Administration or Principal to phone parent/caregiver to enquire about child absence
- Classroom teacher to call parent enquiring about the absent child and the reason for their absence.
- At Benarkin State School the consequences or impacts of unexplained or unauthorised absences might include the following:
 - * Year 6 Leadership roles may be limited- to be determined by the school principal.
 - * Involvement in extra curricular activities may be limited- to be determined by the school principal.

Reporting and monitoring attendance

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

- Phoning or emailing the school – **ABSENTEE LINE: 07 4163 0201**
- Text messaging the school - **PRINCIPAL MOBILE: 0476 802 017**
- In person to the office or class teacher
- Signed/dated note sent with the student upon returning to school
- Making an appointment with the school principal at a time that is mutually convenient.
- Discussing the issue or concern with the school guidance officer.

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](#)

Every day counts – Is your child at school today?

www.education.qld.gov.au/everydaycounts