



# ATTENDANCE POLICY

## NANANGO STATE HIGH SCHOOL

### Rationale

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

Research shows that higher student attendance is associated with higher student achievement. Attending school every day helps children to build social and emotional skills such as communication, teamwork and resilience.

Nanango State High School's attendance policy aims to ensure students are actively engaged in school and that students attend school every day to ensure optimal individual outcomes and student participation. Students should attend school every day, unless they are ill or special family circumstances prevent students from attending school. Nanango State High School expects all students to have a minimum attendance of 90% throughout the school year.

Nanango State High School's attendance policy aims to ensure all students are given the best opportunity to learn by outlining the responsibilities of the school, parents and students in managing attendance issues.

### 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. Nanango 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, 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.

At Nanango State High School the impacts of absences may include the following:

- essential lessons being missed.
- assessment items being incomplete or not submitted.
- semesters of credit not being awarded because a student has not completed mandatory content elements of subjects being studied.

### Responsibilities

#### School responsibilities:

- To regularly inform students, staff and parent/caregivers about Nanango State High School's attendance policy and procedures.
- Monitor student attendance through marking of official rolls each lesson.
- Notify parents/guardians of an unexplained absence and requesting a satisfactory explanation for their child's absence.
- Provide students with work when they are absent for a legitimate extended length of time.
- Offer support when school attendance has become a problem.
- Notify the relevant authorities if non-attendance persists.

**Student responsibilities:**

- Attend all classes on time, with necessary equipment.
- Never leave the school grounds during school hours without permission from parent/guardians or the school and without getting an appropriate leave slip from Student Services.
- Ensure that all missed school work is completed.
- Report to Student Services if arriving to school late, or leaving early, and provide a note from parent/guardians explaining the reason for the late arrival/early departure.
- Ensure all absence records are accurate and that all absences have been explained by parents/guardians

**Parent/Carer's responsibilities:**

- Each parent of a child of compulsory school age has the obligation to ensure their child is attending school on every school day, for the educational program their child is enrolled.
- Engage regularly with school staff when your child has extended periods of absence, and notify the school of extenuating circumstances. A medical certificate will be required for extended periods of time due to illness/injury.
- A medical certificate will also be required when a student misses assessment due to illness/injury.
- Ensure absence records are accurate and that all absences have been explained.
- Advise the school prior to any planned absence. Where this is not possible provide the reason for any absence within two (2) days of your child's return to school.
- Contact the school if your child's absence is to be for an extended period of time and request school work.
- Complete an exemption form if your child will be absent for more than 10 consecutive school days.
- Contact the school if your child is refusing to attend school. Initiate or attend meetings to seek support and discuss your child's attendance or participation in his/her educational program. Engaging with outside service providers may be necessary.
- Provide a satisfactory explanation to the school (notes should be signed and dated/Medical Certificates should cover relevant periods):
  - If your child arrives late or needs to depart early from school.
  - If your child is going to be, or has been, absent from school as a result of illness or injury.

**Strategies**

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

- Communicating clear and high expectations to the school community.
- Regularly reviewing data with staff.
- Consistently recording and following up student absences.
- Developing a safe and supportive environment. This includes providing support mechanisms such as the Guidance Officer, School Nurse, School Chaplain, Family Connect to assist students and families. This may also include working with other community resources to help engage students and their families.
- Monitoring of the school's attendance data to identify absenteeism trends and individual students with high levels of absenteeism.
- Promote high expectations for school attendance to the school community by communicating that higher school attendance is associated with higher student achievement (school newsletter, parent meetings, school website, Facebook, parade)

## Responses to absences

When a student is absent without explanation or a pattern of absences has been identified, Nanango State High School will take the following actions:

- Send text message to Parent or Guardian if student is absent.
- Attendance Officer contacts Parent/s or Guardian/s by phone if student is absent for an extended period of time.
- Student is added to Attendance Alert List- One School Application.
- Head of Department Student Services meets weekly with Attendance Officer to action Attendance Policy. Records of actions and contacts are recorded in One School.
- Enrolment Officer generates a letter from OneSchool if Parent/s or Guardian/s are not contactable by phone.
- If, after 3 weeks, the student is still not attending school regularly, the school may follow the processes for managing student absences as outlined in the *Education (General Provisions) Act 2006 – SMS-PR-043*. This includes the reporting of persistent and/or unexplained absences to Education Queensland, The Queensland Police Service and the Department of Child safety.

At Nanango State High School the consequences or impacts of unexplained or unauthorised absences may include the following:

- Cancellation of enrolment.
- Prosecution of parent/s or guardian/s.
- Excluded from field trips/end of year trip/s.
- Excluded from attending formal.

## Reporting and monitoring attendance

At Nanango State High School reports of absence or truanting are taken seriously. Parents or guardians may report an absence in the following ways:

- Phone Nanango State High School Absence Line: (07) 4171 6460
- Fax: (07) 4171 6400
- SMS: 0409308457
- Email: [the.principal@nanangoshs.eq.edu.au](mailto:the.principal@nanangoshs.eq.edu.au)
- Correspondence with School Administration verbally, in writing or via email.
- It is not a teacher or ancillary staff's role to report or record a student absence.

### 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