

TEXAS P-10 STATE SCHOOL

ATTENDANCE POLICY

All schools in Queensland are committed to providing safe and supportive learning environments for all students, which address their educational needs. It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. At Texas P-10 State School, we:

- are committed to promoting the key messages of Every Day Counts
- believe all children should be enrolled at school and attend school unless under medical care
- monitor, communicate and implement strategies to improve regular school attendance

We believe attendance at school is the responsibility of everyone in the community.

School staff are responsible for:

- promoting high expectations with regard to attendance and achievement
- ensuring a safe and supportive teaching and learning environment that is free from bullying
- support families to achieve good attendance
- engaging external agencies such as Department of Child Safety, Queensland Police, Family-Child Connect and other relevant government and non-government agencies and organisations.

Students are responsible for:

- attending school every day unless there is a reasonable explanation for absence
- being punctual and prepared for school every day ensuring every day counts towards a positive education
- catching up on missed work when absent from school.

Parents/Carers are responsible for:

- ensuring their child, who is of compulsory school age, is enrolled in school
- ensuring their child attends school on every school day unless the child has a reasonable explanation
- working with school staff to help students achieve acceptable attendance levels
- Supply of a medical certificate when students are absent for medical reasons (3+ days)
- Contact the Student Absence Line for all absences (including sport trials) – 07 4653 3366.

Texas P-10 State School uses a variety of strategies and supports to help students achieve attendance levels that will support students' academic and social success. The school community promote attendance by:

- communicating high expectations of attendance and achievement to our students and school community
- enacting a same-day follow-up (SMS service) of absences
- rewarding students for daily attendance
- analysing attendance data and monitoring non-attendance and patterns of non-attendance school-wide
- clearly communicating actions for absences and patterns of absence.

Behaviour	Staff Member	Action
Daily absence	Administration Officer	Automated SMS sent home to parent/caregiver.
	Head of Department	Reviews and notes any patterns or extended absences.
Extended absence (3+ days/week)	Class/Form teacher	Inform Principal via email.
	Principal	Gather information from stakeholders. Phone home. Set and communicate strategies for re-engagement if necessary.
Patterns of absence (similar days of the week)	Classroom/Form teacher	Inform Principal via email.
	Principal	Gather information from stakeholders. Communicate with parent/carer. Set and communicate strategies for re-engagement if necessary.
Extreme absence (<75%)	Principal	Communicates with parent/carer. Stakeholder meeting set with parents, student and staff. Home visits conducted with Adopt-a-cop.
No improvement in attendance after supports offered	Principal	Contact Regional Office Re-engagement Hub. Enforcement of attendance process begins.
All communications with parents/carers are to be recorded in OneSchool as a contact.		