



# Greenvale State School

## *'Quality and Respect'*

### Greenvale State School Attendance Policy

#### ***Rationale***

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

Greenvale State School expects that all students will attend the educational program every school day.

Greenvale State School 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.

#### **Greenvale 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 truancing 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

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## **Responsibilities**

### **School responsibilities:**

- Monitor and identify student absences as outlined in: *Roll Marking in State Schools*
- Follow up absences quickly and address absence issues with parents and carers
- Follow Education QLD policy and procedures for enforcing enrolment and attendance in *Managing Student Absences and Enforcing Enrolment and Attendance at State Schools*

### **Student responsibilities:**

- Attend school each day unless there is an acceptable reason for an absence
- Make every day count in their learning

### **Parent responsibilities:**

- Ensure that their child is enrolled at school and regularly attends the educational program provided at Greenvale State School
- Ensure that their child arrives on time each day
- Contact the school prior to any planned absence or within 2 days of returning via the following methods:
  - **Phone: 47884126**
  - **Email: [the.principal@greenvale.ss.eq.edu.au](mailto:the.principal@greenvale.ss.eq.edu.au)**
  - **In Person: verbally or via a hand written letter by the parent or carer. This may take the form of a medical certificate if the child has been absent for multiple days with illness.**

## **Strategies**

At Greenvale State School we promote 100% attendance through a five step approach:-

- Developing a positive school culture
- Communicating high expectations of attendance
- Recording and following up student absences
- Monitoring student non attendance
- Providing intervention and support

Implementation of the school's attendance policy

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## **Responses to absences**

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

- The parent or carer may be contacted by phone in the case of one day absences to determine if there is a reasonable excuse for the absence
- The parent or carer will be contacted in writing to determine if there is a reasonable excuse for the absence/s Education (*General Provisions*) Act 2006 (Qld.).
- If the school receives no response and the absence/s remain unexplained, the parent or carer will be contacted in writing, requesting them to attend an interview with the principal
- Records of contact with parents and carers regarding unexplained absences will be recorded in OneSchool
- If, after 3 weeks, the student is still not attending school regularly, the school will follow the processes for managing student absences as outlined in the *Education (General Provisions) Act 2006*. This includes the reporting of persistent and/or unexplained absences to Education Queensland, The Queensland Police Service and the Department of Child safety

## **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 in State Schools

<http://ppr.det.qld.gov.au/education/management/Pages/Managing-Student-Absences-and-Enforcing-Enrolment-and-Attendance-at-State-Schools.aspx>

Roll Marking in State Schools

<http://ppr.det.qld.gov.au/education/management/Pages/Roll-Marking-in-State-Schools.aspx>