Woodcrest State College
P-12 Seamless Education

ATTENDANCE Policy, Procedures and Roles

Version No.	V 4.0	Version Date	6-12-2023

Woodcrest State College firmly believes that '*every day counts.'* Attendance at school is a legal requirement. Under the Education (General Provisions) Act 2006 and as outlined in departmental policy, a parent/carer of a child of compulsory school age is *obliged to ensure that their child attends school on every school day* for the educational program he/she/they are enrolled. For students in Year 11 and 12, the Queensland Curriculum & Assessment Authority mandates fulltime attendance in order to fulfil course requirements.

Woodcrest State College expects students to arrive at school in full school uniform, prepared for learning and on time for morning roll marking to take place. Students are also expected to be on time for each lesson. This policy aims to promote 100% attendance and punctuality to maximise learning and to prepare students for future employment pathways. We aim to enhance school processes to positively encourage attendance and also provide additional support to those families who may require additional support. The partnership between the parent/carers, students, the school and the wider community is essential when supporting student engagement and wellbeing with the goal of *"every student succeeding"* in our state schools.

By creating daily routines and attending every day, learning progress is maximised for every student. It is the legal obligation of parent/carers/ to ensure that their student attends school. Failure to do so may result in prosecution.

Woodcrest State College Community believe in the importance of attending school

It is important that students, staff and parent/carers/ have a shared understanding of the importance of attending school. Woodcrest State College:

- 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

Attendance guiding principles

Woodcrest State College uses the five-step approach to encourage high student attendance:

- Develop a positive school culture
- Communicate high expectations of attendance
- Record and follow-up student absences
- Monitor student non-attendance
- Provide intervention and support

Responsibilities

Each parent/carer of a child who is of ***compulsory school age*** (until the child turns 16 or the completion of year 10) has the legal obligation to ensure their child is enrolled and attends a school, on every school day for the educational program in which the child is enrolled, unless the parent/carer has a reasonable excuse.

Each parent/carer of a young person in the ***compulsory participation phase*** (until the child turns 17 years of age) has the legal obligation to ensure that the young person is participating full-time in an eligible option, i.e. school, training or the workforce, unless the parent/carer has a reasonable excuse. Parent/carers may be prosecuted if they do not fulfil their legal obligations in regard to enrolment and attendance of their child at school, or participation in an eligible option.

Parent/Carer Responsibilities

- Ensure that their child attends school every day
- Ensure their child arrives by 8:45am each day ready for the commencement of school day
- If students are late, contact the school, advise via Compass or provide a written note that is signed and dated explaining their lateness
- Provide correspondence for any early departures or absences for their child and ensure your student signs out via Student Services.
- Report any concerns regarding their child's attendance to school staff in a timely manner
- Inform the school of changes to contact information (phone number, address, email)
- Schedule appointments for students outside of school hours if possible
- Seek approval via Administration for extended planned absences prior to these occurring

If the child is absent from school, then the parent/carer must:

- Notify the school of the child's absence, preferably on the day for unexpected absences or beforehand for planned absences. All absences must be explained. Any medical absences must include a medical certificate. Preferred correspondence is by Compass email contact. Other available options are to phone the **Absence Line 3280 2460**
- Contact the Head of Department – Student Engagement & Wellbeing (Year 7/8 or 9/10 or DP), Deputy Principal Year 11 & 12 (Secondary) or Deputy Principal (Primary) if there are significant medical or other issues impacting upon the child's attendance

- Contact the Head of Department – Student Engagement & Wellbeing (Year 7/8 or 9/10 or DP), Deputy Principal Year 11 & 12 (Secondary) or Deputy Principal (Primary) immediately. If the child does not want to go to school, or is missing school without the parent/carer knowing, for assistance and support

If the child is late to school, then the parent/carer will:

- Provide a written note with the child to hand to the office upon their arrival, explaining the reason for the lateness, or contact the school office before the student arrives at school explaining the reason for the lateness
- Failure to provide an appropriate note or communication may result in your student receiving a Reflection Room detention for unapproved late to school.
- Repeated lateness without a reasonable excuse will result in follow up from the YLC/ HOD SEW or DP.
- Late arrival of more than 30 minutes after the start of the school day will count as a half day absence.

Student responsibilities

- Attend school each and every day
- Arrive by 8:45am each day ready to start the school day and to every lesson.
- Report to Campus Student Services and present a note or advise of communication from parent/carer explaining their reason for being late to school. If no reasonable excuse is provided or there has been no Parent/carer communication received by the school, the student will receive a Reflection Room Detention. Repeated lateness will result in follow up from the YLC, HOD SEW or DP.
- Never leave school grounds during school hours unless you have followed the WSC procedure for signing out early
- Sign in/out at Campus Student Services for late arrivals, early departures, illness and attending appointments.
- Ensure all work is completed that has been missed due to absence and any missed assessment is supported by documentation (Medical certificate, Guidance Officer report etc.)

School Responsibilities

- Accurately record attendance. Monitor and identify student absences outlined in Roll Marking in State Schools
- Communicate high expectations of attendance to students, parents/carers, staff and the wider community.
- Follow up on absences in a timely manner and address absence issues with parent/carer by means such as phone calls, email, text messages and meetings.
- Follow the DOE Policy & Procedure for attendance including the Enforcement of Attendance.
- Adhere to the WSC Attendance Processes for each sub-school.
- Contact the parent/carer when the child is absent for at least 3 days without explanation
- Notify the parent/carer as soon as possible if truancy is suspected.
- Issue a report card each semester which will include a count of the total number of days absent and the number of unexplained absences.
- Acknowledge/reward students with high and improved attendance patterns.

Strategies

At Woodcrest State College we promote 100% attendance by:

- Endorsing the “Every Day Counts” message through parades, newsletters and other communication.
- Acknowledging and rewarding high attendance at or above the school target of 93%.
- Daily communication of unexplained/ unauthorised absences to parent/carers
- Consistent process to follow up with students and parent/carers.
- Providing support to students via school officers.
- Referral to Student Support Services Team or Primary support team for higher level intervention.

Responses to absences

At Woodcrest State College, we are committed to achieving the following targets in improving attendance:

- Whole school attendance rate greater than 93% each term and for the year.
- Ensuring that all absences are explained and authorised.
- Early notification and intervention for partial day, unauthorised absences.

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

- Text messages via Compass app notifying of daily absences
- A letter will be mailed home and recorded as a contact on OneSchool to seek explanation and authorisation of absence.
- Ongoing and persistent non attendance or long-term absence will be referred to the Student Support Services Team for allocation of case manager and support/ intervention.

At Woodcrest State College the consequences or impacts of unexplained or unauthorised absences including truancy may include the following:

- Negative impact on student achievement
- Request for an interview with parent/carer/caregiver
- Attendance monitoring card (secondary only)
- Reflection Room and Afterschool Detentions
- Enforcement of Attendance as per DOE's Managing student absences and enforcing enrolment and attendance at state schools' procedure including possible prosecution.
- Cancellation of enrolment for students in the Compulsory Participation Phase of Schooling (When a student commences Year 11 or turns 16).

Reporting and monitoring attendance

At Woodcrest State College reports of absence or truanting are taken seriously. Students, parent/carers, members of community and school staff may report an absence in the following ways:

- In person at Campus Student Services
- By phoning the attendance line – 3280 2460
- Via Compass app
- By email – student_absences@woodcrestsc.eq.edu
- By written letter or note – submitted to Campus Student Services

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

Absence reason codes for reasonable and unreasonable excuses