

Attendance Policy

(revised 2021)



Rationale

All schools in Queensland are committed to providing safe and supportive learning environments which address the educational needs of all students. Mackay West State School expects that all students will attend the educational program every school day. Our 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.

Mackay West 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 attendance at school is the responsibility of everyone in the community.

Responsibilities

School Responsibilities:

- ⇒ Monitor and identify student absences as outlined in <http://ppr.det.qld.gov.au/education/management/Pages/Roll-Marking-in-State-Schools.aspx>
- ⇒ Follow up absences quickly and address issues with parents and carers
- ⇒ Follow Education QLD policy and procedures for enforcing enrolment and attendance in <http://ppr.det.qld.gov.au/education/management/Pages/Managing-Student-Absences-and-Enforcing-Enrolment-and-Attendance-at-State-Schools.aspx>
- ⇒ As per Same Day Absence Notification legislation—send SMS message to parents by 9.30am when child is an unexplained absence.

Student Responsibilities:

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

Parent Responsibilities:

- ⇒ Ensure that their child is enrolled at school and regularly attends the educational program provided at Mackay West 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: (07) 4951 5111

Email: admin@mackaywestss.eq.edu.au

In Person: verbally or via a hand written letter by the parent or carer delivered to either campus office (not classroom teacher). This may take the form of a medical certificate if the child has been absent for multiple days with illness.

Please note that a verbal explanation provided for an absence by a student will be deemed as **unauthorised**. All absentee explanations must be provided by the parent/caregiver in one of the above mentioned forms.

Strategies

Attendance Policy

At Mackay West State School we promote 100% attendance by:

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- ⇒ Implementation of the School Attendance Policy
- ⇒ Development of a safe and supportive school environment that promotes positive relationships, including the implementation of programs to develop social skills (School Chaplain, Buddy Classes, Zones of Regulation) and to provide support mechanisms for families (Student Engagement and Well-being, Teachers, Guidance Officer, Queensland Police, Department of Child Safety & CYMHS)
- ⇒ Consistently recording and following up unexplained student absences
- ⇒ 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, assembly)

Responses to absences

When a student is absent without explanation, Mackay West State School will take the following actions:

- 1** The parent or carer will receive a text message from school administrative staff by 9.30am informing the parent that their child is absent without explanation and requesting the parent immediately contact the school. Action and any absence reason recorded in IDAttend and uploaded to OneSchool.
- 2** After **one** day unexplained absence, the parent or carer will be contacted by the class teacher (by phone or email) to determine if there is a reasonable excuse for the absence (s) (*Director General's Guidelines ss176 and 239 of the Education (General Provisions) Act 2006*). Action recorded on OneSchool (and referred to Student Engagements and Wellbeing Teacher and Admin)
- 3** If after **two** days (*ie on the 3rd day*) the child has still not returned to school, or an acceptable excuse has not been communicated to school, Student Engagement and Wellbeing Teacher contact parent/carers (by phone or email) to follow up class teachers initial contact and determine if there is a reasonable excuse for absence (*Director General's Guidelines ss176 and 239 of the Education (General Provisions) Act 2006*). Action recorded on OneSchool and referred to Principal/Deputy Principals.
- 4** If a reasonable excuse has not been established, or a pattern of poor attendance is identified without a reasonable excuse (i.e absent every Friday), Principal or Deputy Principal will send Form 4—[Failure to ensure attendance notice](#) *Education (General Provisions) Act 2006 – SMS-PR-043*
- 5** If unauthorised/unexplained absence(s) continue without reasonable excuse, Principal or Deputy Principal will send Form 5—[Failure to ensure attendance warning notice](#). As per processes for managing student absences outlined in the Education (General Provisions) Act 2006 <http://ppr.det.qld.gov.au/education/management/Pages/Managing-Student-Absences-and-Enforcing-Enrolment-and-Attendance-at-State-Schools.aspx>, this could also include the reporting of persistent and/or unexplained absences to Education Queensland, the Queensland Police Service and the Department of Child Safety.

All records of contact with parents and carers regarding absences will be recorded on OneSchool in the "Student Profile" under "contact". Refer contact to Admin

Some related resources

[Every Day Counts](#) ; [Managing Student Absences and Enforcing Enrolment and Attendance at State Schools](#)
[Roll Marking in State Schools](#)