



# Attendance Policy

## Rationale

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs. In Queensland, the law requires parents/carers to ensure their compulsory school age child is enrolled at school and attends school every day until they finish Year 10 or turn 16, whichever comes first.

In order to maximise learning opportunities, Dakabin State High School expects student's attendance to be at a minimum of 90% to become successful in their academic studies.

## 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. Dakabin 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.

## Responsibilities

### School responsibilities:

- Regularly informing students, staff and parents/carers of the Dakabin SHS Attendance Policy (Including procedures for late arrival, early departure, truanting and missed assessment due to absence) and make this publicly available through the school's website, Compass notifications and enrolment processes.
- Monitor attendance daily through the marking of the roll in the first ten minutes of every class.
- Notify parents/carers of unexplained absence, requesting a satisfactory explanation.
- Empower and teach students to be able to locate their school work through Q Learn and Education Perfect when they are absent for legitimate extended periods of time.
- Offer support when school attendance becomes a concern.
- Follow the formal processes and notify relevant authorities if non-attendance persists.
- Ensure absence records are accurate and all absences have been explained by parents/carers.



### **Student responsibilities:**

- Attend all aspects of their education program, on time and with the necessary equipment.
- Report to the Attendance/Late window in the Main Office if arriving to school late and provide a valid reason from parent/carer for the student to arrive late. This can be a note clearly identifying the student using student full name, year level, date, reason for the late arrival and parent signature, a phone call or a Compass notification.
- Report to student desk at the Office prior to 8.35am with note from parent/carer if leaving school early. Note to include student full name, year level, reason for departure, parent name, phone number and parent signature.
- Never leave the school during school hours without permission from parents/carers and the school and without getting the appropriate leave pass from the office. Refer to Dakabin SHS Attendance Procedures.
- Discuss attendance with the Year Level Coordinator, Pathways Teacher or Deputy Principal if there are issues or concerns.

### **Parent responsibilities:**

- Work with the school to ensure that absenteeism is minimal. If your child is avoiding or refuses to attend school, is missing school for particular reasons, or is missing school without your knowledge and permission, contacting the school immediately for assistance and support.
- Ensure your child attends their education program on every school day unless there is a reasonable excuse.
- Advise the school, preferably in writing, of the reason for any absences. This should be before or on the date of absence.
- Supply any relevant documentation such as medical certificates. Please note acceptable reasons for absences below.
- Apply for an exemption if your child will be absent for more than 11 consecutive school days or more.
- Engage regularly with school staff for extended periods of absence and notify the school of extenuating circumstances.
- Advise the school of any change of address or phone number to ensure school records are accurate. Parents/carers with mobile phones registered with the school will receive a Compass notification every lesson if their child/children are absent in the first ten minutes of the lesson.
- Contact the school if your child's absence is to be for an extended period of time and ensure that the student and their teachers are aware of the extended absence. Completion of an exemption form may be necessary. Students must be able to access QLearn and Education Perfect to access work.
- Initiate or attend meetings to seek support and discuss your child's attendance or participation in their educational program. Engaging with external service providers may be possible or necessary.

### **Acceptable reasons for absence as classified by Education Queensland:**

- personal illness/injury (e.g. genuine illness, significant injury)
- bereavement (e.g. death/funeral of family member or extended family member)
- inability to attend (e.g. floods, bush fires, road cut, transport strikes etc.)
- School, Metropolitan, Regional or State school sport
- State, National and International non-school sport
- changed family circumstances (e.g. severe family illness requiring hospitalisation)
- attendance at legal proceedings.





### Unacceptable reasons for absence as classified by Education Queensland include but not limited to:

- personal Appointments e.g. Hair appointments, medical check ups
- driving lessons or test
- celebration of own or others birthdays
- shopping trips
- family gatherings
- holidays
- sleeping in.

*Routine medical or other health appointments should be made either before or after school or during the school holidays. Dakabin State High School has a GP available for appointments for school students every Thursday. Bookings to be made through the Office.*

## Strategies

*At Dakabin State High School we promote 100% attendance by:*

- using IT systems to assist with monitoring and alerting parents of unexplained student absences
- allocating school staff to work with students and families in tracking of student attendance to ensure student success is not affected by absences
- involving students in monitoring their own attendance rate
- rewarding students for high or improved attendance
- employing additional designated school staff to improve engagement of students who are at risk of disengaging due to mental health issues, school refusal and living in out of home care.

## Responses to absences

*At Dakabin SHS we are committed to achieving the following target in improving attendance:*

- increase the average overall % of students with attendance greater than 90%

*When a student is absent without explanation for 3 days or a pattern of absences has been identified, Dakabin State High School will take the following action:*

- send letter via email to parent/carer requesting a written explanation for all absences.
- if absences persist, parents of students in Years 7-10 may be prosecuted as per *Education (General Provisions) Act 2006* (Qld)
- for students 16 years or older with unacceptable attendance will be required to show cause as to why their enrolment should remain effective and subsequent possible cancellation of their enrolment.

*At Dakabin State High School the consequences or impacts of unexplained or unauthorised absences might include the following:*

- inability to attend extra-curricular activities
- limited access to educational opportunities including TAFE, apprenticeships & traineeships
- lower academic outcomes
- early school leaving
- substance use, poverty, unemployment and
- negative health outcomes.

## Reporting and monitoring attendance

*At Dakabin State High School reports of absence or truanting are taken seriously. Students, parents, members of community and school staff may report an absence in the following ways:*

- phone the school attendance line on 3491 5460
- email: [absences@dakabinshs.eq.edu.au](mailto:absences@dakabinshs.eq.edu.au)
- alternatively email [principal@dakabinshs.eq.edu.au](mailto:principal@dakabinshs.eq.edu.au) for concerns regarding truanting.





## Some related resources

### ***Every Day Counts***

<https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts>

### ***Departmental Policies and Procedures***

[Managing Student Absences and Enforcing Enrolment and Attendance at State Schools](#)

[Roll Marking in State Schools](#)

