



Attendance Policy- Birkdale State School

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Every day counts

MOST STUDENTS ATTEND SCHOOL EVERY DAY

It's important that children are at school all day, every day 📖📖📖📖📖



OK reasons to stay home from school



natural disasters



It's **NOT OK** to skip school to shop, sleep in, finish an assignment, go on holidays

EVERY DAY AT SCHOOL COUNTS

Missing even 1 day can make a difference

1 day off school each fortnight

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Missing more than a year of learning over 12 years



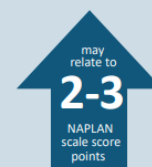
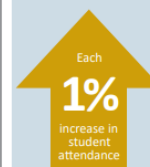
Each day's learning builds on what has been learnt before

Good attendance begins in Prep



It's where good habits begin

ATTEND ALL DAY, EVERY DAY



*Based on historical data.

What parents can do

Promote the importance of school

Get to know the teacher

Go to school events

Read the school newsletter

Be organised at home

Supervise homework

Ask about your child's day

Volunteer to help at school

Get involved in your child's school

For more information

Go to the [Every day counts](https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts) website: <https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts>





Every Day Counts!

Every day in Queensland, our schools welcome their students into a world of opportunity. An opportunity to see, hear and to achieve great things. Our commitment to equity and excellence will empower our students, teachers, principals and all our staff to take the next step, to overcome the barriers and to realise the potential that working together can bring for Queensland. All schools in Queensland are committed to providing safe and supportive learning environments for all students, which address their educational needs. It is essential that students, staff, and parents/carers have a shared understanding of the importance of attending school.

At Birkdale State School, we believe all students who attend school regularly, and are engaged in the classroom, are more likely to have better outcomes across their schooling journey. Therefore we:

- are committed to promoting the key messages of Everyday Counts
- believe all children should be enrolled at school and attend school unless under medical care
- support families in ensuring children regularly attend and engage effectively with their learning everyday
- Monitor, communicate and implement strategies to improve regular school attendance.

School staff are responsible for:

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

- promoting high expectations regarding attendance and achievement
- ensuring a safe and supportive teaching and learning environment that is free from bullying
- informing parents of their legal obligations about enrolment and attendance
- implementing strategies to manage student enrolment and monitor absences
- supporting families to achieve good attendance
- continuing to work with regional office staff and other local resources to engage with the student and their family with the aim of returning the student to school
- liaising with relevant external agencies such as Department of Child Safety, Queensland Police, Family-Child Connect and other relevant government and non-government agencies and organisations where there is a pattern of non-attendance



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
- reporting any concerns or issues to class teacher or parents

Parents/Carers have a legal responsibility for:

- ensuring their child, who is of compulsory school age, is enrolled in school
- ensuring their child attends school every day unless the child has a reasonable explanation
- working with school staff to help students achieve acceptable attendance levels
- supplying a medical certificate when students are absent for medical reasons (3+ days)
- logging on to QParents or contacting the school for all absences within 24 hours of absence. This can be done via:
 - Telephone : 3286 0777
 - Email: absence@birkdaless.eq.edu.au
- Any absences from school over 10 consecutive days now requires the parent to complete an “*Exemption from Compulsory Schooling & Compulsory Participation*” Form which must be signed by the Principal prior to taking leave

Strategies and Supports

Birkdale 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 promotes attendance by:

- Communicating high expectations of attendance and achievement to our students and school community
- Establishing positive relationships between home and school
- Enacting same day follow up (SMS Service) of absences
- Celebrating students’ daily attendance
- Analysing attendance data and monitoring non-attendance and patterns of non-attendance school wide
- Clearly communicating actions for absence and patterns of behaviour



Attendance matters and irregular, chronic absence can have detrimental impact on the positive learning outcomes for students.

This table outlines the impact of regular absence over the course of a student's schooling.

1 or 2 days a week doesn't seem much but...

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...	Which means the best your child might perform is...
1 day per fortnight	20 days per year	4 weeks per year	Almost 1.5 years	Equal to finishing in grade 11
1 day per week	40 days per year	8 weeks per year	Over 2.5 years	Equal to finishing in grade 10
2 days per week	80 days per year	16 weeks per year	Over 5 years	Equal to finishing in grade 7
3 days per week	120 days per year	24 weeks per year	Almost 8 years	Equal to finishing at grade 4

Late Arrivals

Please telephone the student absentee line by 9:00am on 3286 0777 if your child will be arriving late to school. If you do not phone, you will receive an SMS notification requesting you to provide a reason for your child's absence.

Upon arrival, please attend at the school office to sign in and obtain a late arrival slip before going to class. This will ensure your child's attendance is correctly recorded on the class roll.

Early Departures

From time to time you may need to pick up your child early from school. You will need to inform the class teacher and office about this beforehand and sign your child out at the school office. Your child's teacher will then be contacted to send your child to the office with their school bag for collection. Remember, early departures should be for emergencies only.



Responses to Absences

Behaviour	Staff Member	Action
Daily Absence	Administration Officer	<ul style="list-style-type: none"> ➤ Automated SMS sent home to parent/caregiver. ➤ Notify parents/carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents to respond prior to the end of that school day) ➤ If notifications are sent using an automated process (e.g., through an external electronic attendance management or text messaging system), ensure transmission reports are checked to confirm notifications have been successfully sent to parents and there are no errors in transmission. ➤ If notifications sent to parents (as part of the same day student absence notification process) are retained in an external electronic attendance management system, evidence of these notifications will be captured in OneSchool's Record of Contact when the process for enforcing attendance is being undertaken.
Extended absence (3 days/week)	Class Teacher/Deputy Principal	<ul style="list-style-type: none"> ➤ Class Teacher/Deputy Principal initiates conversation with parents to inquire about the student's wellbeing ➤ Record contact in OneSchool ➤ If the child has been away for 3 days or more, a medical certificate can be requested
Patterns of absence (similar days of the week)	Class Teacher/Deputy Principal	<ul style="list-style-type: none"> ➤ Class Teacher/Deputy Principal initially communicates with parents to inquire about the student's wellbeing and highlight the pattern of absence noted ➤ Record contact in OneSchool
Extended unexplained absence (5+ days/week)	Deputy Principal/Principal	<ul style="list-style-type: none"> ➤ Class Teacher to communicate student absence concerns with Deputy Principal ➤ If the parents have a reasonable excuse, the process for enforcing attendance does not proceed any further and a record in OneSchool of all contacts made with parents including outcomes of investigations ➤ If the parents do not have a reasonable excuse, the school offers support to the family to ensure child's attendance improves and all efforts must be recorded in OneSchool. <p>NB Principal or delegate will refer to the Director-General's Guideline for authorised officers on how to determine whether parents have a reasonable excuse for the purposes of ss.176 and 239 of the Education (General Provisions) Act 2006 (Qld) – 01/2018</p>



<p>Extreme Absence</p>	<p>Principal/ Deputy Principal/ Guidance Officer</p>	<ul style="list-style-type: none"> ➤ If the child is still not attending regularly after 10 school days from the first attempt to contact parents, a OneSchool generated Form 4 'Failure to Attend' is sent to parents outlining parents' legal obligation and inviting parents to attend a meeting to discuss the situation. ➤ If after sending a Form 4 letter, a meeting occurred with the parents; however, there is no change in circumstances within 5 school days of the meeting or the meeting did not occur a Warning Notice Form 5 generated in OneSchool advising parents of their legal obligations and offering a meeting to discuss support. ➤ If there is no change in attendance within 5 school days after the Warning Notice Form 5, the school may seek the Regional Director's consent to prosecute. ➤ To gain consent from the Regional Director to prosecute, an authorised officer from the region (in consultation with the authorised officer from the school) ➤ An authorised officer in the region checks whether the child is enrolled in any non-state school or Home Education Unit. ➤ If Regional Director gives consent to prosecute, the region provides a copy of all forms and any relevant correspondence regarding the child's attendance to the Officer-in-Charge of their local Queensland Police Service (QPS) Child Protection Investigation Unit. Regions can use QPS referral letter template – Failure to Attend. QPS will use this information to consider whether or not to commence the prosecution in accordance with QPS policy. ➤ Region maintains contact with the QPS to obtain the outcome of the prosecution. Region enters outcome in OneSchool (including whether one or both parents were charged). OneSchool will send an automatic notification to the authorised officer at the school (principal) advising of the outcome.
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Related Resources

Every day counts

Every day counts in Prep factsheet for parents

Managing student absences and enforcing enrolment and attendance at state schools procedure

Roll marking in state schools procedure

Resources for parents

