



BEENLEIGH STATE HIGH SCHOOL

WE CARE – WE ARE RESPONSIBLE – WE ACHIEVE

Attendance Policy

Rationale

All schools in Queensland are committed to providing safe and supportive learning environments which address the students' educational needs. **Beenleigh State High School expects all students to attend every lesson every day.** Beenleigh State High Schools Attendance Policy aims to outline the expectations and responsibilities that the school, students and parents/carers have in relation to attendance. It also outlines the school's attendance strategies and procedures.

Under s176(1) of the Education (General Provisions Act) 2006 (EGPA) each parent of a child who is of compulsory school age must ensure that the child is enrolled and attends school on every school day for the educational program in which the child is enrolled unless the parent has a reasonable excuse.

Under s239(1) of the EGPA, each parent of a young person in the compulsory participation phase must ensure the young person is participating full-time in an eligible option, unless the parent has a reasonable excuse.

Research shows that a low level of school attendance is associated with poor academic achievement, early school exit, obtaining fewer qualifications, subsequent unemployment and a lower level of health/ life expectancy.

This policy is aimed at the early identification of attendance issues and the subsequent investigation and action to increase school attendance and therefore improve student outcomes through the modelling of our school values of We Care, We are Responsibility and We Achieve.

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. Beenleigh State High School:

- promotes the key messages of **Every Day Counts**
- expects all students 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 adversely affect their future employability and life choices
- believes attendance at school is the responsibility of everyone in the community.



Attendance Target
90-100%
(less than 18 days
absent per year)
**0% Unexplained
Absences**

Responsibilities

School responsibilities:

- Educate students, parents/carers and the school community on the importance of attending school every day and attendance policy;
- Monitor student attendance daily through roll marking procedures and in accordance with the departmental policy [Roll Marking in State Schools](#);
- Notify the parent/carer of unexplained absences or late arrival to school, and request explanation via text, phone call, email and/or letter;
- Discuss individual attendance with students and parents/carers, and offer support when attendance does not meet Department of Education guidelines;
- The relevant Deputy Principal will follow up with parents/carers when explanations offered for absences are not reasonable;
- Provide support for students when they are absent for reasonable, legitimate and extended periods of time.

Student responsibilities:

- All students enrolled at a school are required to attend school and all classes every day;
- Be Punctual – school starts at 8:40am each school day and Roll Class at 8:50am;
- Students arriving late to school must:
 - have a parent/carer provide a reasonable explanation by signed diary, note, SMS, phone call or in person.
 - if arriving after 9am, they must collect a 'late pass' from the Student Entry, Office.
- Students leaving early must:
 - have parent/carer consent to leave school grounds before an approved leave pass will be issued by the Office.
 - only leave school for acceptable reasons as permitted by the Principal.
 - Parents/Carers are advised NOT to call or message their child for collection as this is a breach of the Mobile Device Policy mandated by the Queensland Government. The Office will arrange for students to come to the office for early departure.
 - Approved Senior students are permitted depart after 1:40pm on Wednesday.

Parent/Carer responsibilities:

- Ensure your child arrives by 8:40am to be ready for class by 8:50am
- Ensure your child attends school all day, every school day unless they have an acceptable reason for absence such as *Illness, doing work experience or competing in a school sporting event* (the Principal decides if a reason given for absence is acceptable).
- Avoid keeping your child away from school for non-essential reasons, such as birthdays, shopping, visiting family/friends, if they sleep in, looking after other children, minor check-ups or self-care such as hair-cuts.
- Where possible, schedule routine medical or other health appointments either before or after school or on non-school days;
- Notify the school for any absence, late arrival or early departure, by:
 - **Email:** absences@beenleighshs.eq.edu.au;
 - **phone absence line (07) 3442 3760**;
 - **reply to absence/late text message with a reason for absence**;
- Provide a medical certificate if a student is absent from school three days or more;
- Refer to Assessment Policy if a student's absence impacts assessment or they are absent on the day assessment is due;
- Apply for an exemption (via the Office) for absence longer than 10 school days – the Principal decides if an Exemption is approved or denied based on the following *circumstances*:
 - *diagnosis of terminal medical condition*
 - *hospitalisation, 'carer' responsibilities*
 - *diagnosed mental health condition, or*
 - *temporary interstate/overseas relocation with the intention to return*
- Contact Head of Year or Deputy Principal if their child is resistant/refusing to attend school.

Attendance Strategies

At Beenleigh State High School our engagement strategies are informed by evidence and research to promote 100% attendance by:

Promoting a positive school culture:

- Engaging students through a quality curriculum designed to meet their individual needs.
- Ensuring student wellbeing, positive relationships and connecting with others are at the centre of everything we do.
- Valuing inclusivity – we are welcoming towards all others and accepting of individual differences.
- Support programs such as uniform loans, lunchtime activities and Breakfast Club remove barriers to attendance.
- Promoting a culture that values student leadership and voice.
- Setting whole-school achievable targets and engaging the school community in meeting those targets.
- Recognition of high attendance through:
 - Attendance Incentives - each term
 - 100% Attendance Recognition - yearly
 - Recognition of top attendance - year level and class level
 - Merit Point Incentives

Communicating high expectations of attendance:

- Communicating high expectations and setting whole-school achievable attendance targets.
- Providing information on the importance of attending every day and how to address attendance issues (newsletters, email, SMS, social media and celebration).
- Educating students, parents/carers and the school community on the benefits of regular school attendance, and discouraging unreasonable absences such as shopping, birthdays or looking after siblings.
- Empowering students by informing students and parents/carers of individual attendance data, so students:
 - know their individual attendance percentage, track their progress up and down, and understand if their attendance is at a satisfactory or unsatisfactory level.

Every Day Counts!

There are approximately **190 school days per year**.

Our **Attendance Target is 90-100%**.

Percentage attendance	Number of days attended in a whole year	Amount of school missed in a whole year
100%	190	0
95%	180	10 days
90%	171	19 days
85%	162	28 days or 5 ½ weeks
80%	152	38 days or 7 ½ weeks
75%	143	47 days, 9 ½ weeks or nearly 1 term

Responses to absences and supporting attendance

At Beenleigh State High School, we take a supportive approach in response to absences and supporting attendance.

Late Arrivals

At Beenleigh SHS, all students are required to attend school, arrive to school before the first bell at 8:40 am each morning and engage in their learning. **Student tardiness**, which refers to how consistent students **arrive late for school**, increases the likelihood of students establishing bad punctuality habits and disrupts the learning of other students in their classes. Researchers have established that frequently late students often miss out on important opening announcements and academic activities and teachers can become frustrated with late student disruption, requiring reteaching what students have missed, which negatively impacts the learning environment. Beenleigh SHS has established the following Lateness plan, to ensure guidelines are followed and consequences and support **are** implemented and effective.

Recording and following up on student absences:

- Clear roll marking procedures and systems for accurate and timely roll marking.
- Notifying parents/carers of unexplained absences and unexplained late arrivals.
- Contact parents/carers to seeking an explanation for unexplained absences/late arrivals.
- Send 'Nudge' emails for students with attendance less than 90% to encourage improvement and open communication for support.

Monitoring student non-attendance:

- Employing a staff dedicated to supporting student engagement and attendance.
- Year Level Attendance Teams meets every fortnight to analyse data and develop strategies toward improved student attendance.
- Utilising a systematic monitoring and action process with clearly defined roles, responsibilities and time lines informed by research, data and linked to a strong action/review.

Providing intervention and support:

Unexplained or Unauthorised absences are followed up to support improved attendance and engagement. The Deputy Principal and attendance staff will:

- Contact parents/carers to provide support for students with attendance concerns.
- Providing information to parents/carers to support their student's attendance.
- Schedule Every Day Counts meeting to support students and parents/carers with attendance.
- The Student Engagement class support parent/carer contact and scheduling of attendance meetings for at-risk students.
- Work with parents to develop a Student Engagement Plan to support student re-engagement and improve attendance.
- Provide targeted support to assist students in their development of social-emotional, behavioural and academic skills, and supporting open communication between student, parents/carers and school.
- Referring (as required) to Support Staff – Wellbeing Hub, Mibunn Jindii, Engagement Programs, Youth Support Coordinator, Engagement/Attendance Officers and Chaplain
- Case management of students with chronic absenteeism, providing individualised intensive support to re-engage and build connections.
- Working with students and parents/carers to develop Attendance Plans for students with high levels of absences, including liaising with external support.

- Provision of Flexi-Space to support students with attendance issues.
- Support transition to alternative education for students facing challenges which prevent regular attendance.
- Requesting Regional support for students with engagement issues.

If a student has a persistent pattern of unexplained absences or absences without a reasonable excuse, the Principal, Deputy Principal and attendance staff will follow Department of Education's <https://ppr.qed.qld.gov.au/pp/managing-student-absences-and-enforcing-enrolment-and-attendance-at-state-schools-procedure>. Throughout this process we take a supportive approach.

Attendance Resources

Every Day Counts

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

Departmental Resources for Parents/Carers

- [Regular school attendance – information for parents and carers](#) (PDF, 489KB)
- [Anxiety about going to school](#) (PDF, 711KB)
- [How can I get my teenager to go to school?](#) (PDF, 759KB)
- [Preparing your child for high school](#) (PDF, 515KB)
- [Infographic for parents](#) (PDF, 421KB)

Departmental and School Policies and Procedures for Department Employees

- [Managing Student Absences and Enforcing Enrolment and Attendance at State Schools](#)
- [Roll Marking in State Schools](#)
- [ATTENDANCE Policy & Processes](#) Beenleigh SHS ([Web view](#))