



Bluewater State School Attendance Policy

Rationale

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs.

Research shows that regular attendance is integral to successful academic, employment and social outcomes. Accordingly, it is important that students, staff and parents/carers have a shared understanding of the importance of regular school attendance.

Bluewater State School expects that every student will attend school every day of the school year unless prevented by reasonable circumstances.

Bluewater State School Attendance Policy aims to maximise participation in learning programs by all students.

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. Bluewater 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 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:

- Class teachers will mark rolls diligently and accurately every morning and afternoon as per the Bluewater SS Roll Marking Policy.
- Class absences will be recorded and reported electronically using OneSchool. Paper rolls will be temporarily used by relief teaching staff and in emergent situations where access to OneSchool is prevented
- Parents/carers will be notified of any unexplained student absence via same day text messaging. An explanation will be requested for their child's absence.
- Contact will be made with parents/ carers by school administration staff if a pattern of absence is noted or a student is absent for three consecutive days without explanation by parents/carers.
- Students, staff and parents/carers will be regularly informed about the Bluewater State School Attendance Policy and associated procedures by making this information publicly available through the school's website, newsletters and Facebook page.
- Proactive and supportive strategies will be employed with students who demonstrate an unwillingness to attend school.
- DoE *Enforcement of Compulsory Schooling* processes will be followed when required

Student Responsibilities:

- Attend school each day unless there is an acceptable reason for an absence.
- Make 'every day count' in their learning as research shows that students who attend school regularly achieve significantly better results across the long term.
- **Report to the office if late to school. A note should be presented from a parent/carer explaining lateness.**
- Remain at school for the entire school day. Early departure must be accompanied by a parent/carer completing sign out through the school office.
- Ensure parents/carers provide a note, email or telephone call explaining absences.
- Ensure missed school work is completed as much as is feasibly practical.

Parent/Carer Responsibilities:

- Parents/Carers actively support the school to ensure their child(ren) attend school every day of the school year unless prevented by reasonable circumstances.
- Parents/Carers provide a note, email or telephone the office if their child(ren) are late for school.





- Parents/Carers provide notification prior to any planned early departure from school and remind their child(ren) that they must report to the office where they will be signed out before their departure.
- Parents/Carers inform the school of all absences via note, email, phone call or in person as soon as possible (preferably before 9:30 am on the day of the absence).
- Parents/Carers give forewarning of known future absences, in particular long term absences. An application for *Exemption from Compulsory Schooling and Participation* must be submitted if a child is to be absent for more than 10 consecutive school days.
- Parents/Carers will actively and promptly instruct their child(ren) to follow up with their teachers after all absences to ensure they have all the required work to continue successfully with their learning.

Strategies

At Bluewater State School we promote 100% attendance by:

- implementing the Bluewater SS Attendance Policy;
- developing a safe and supportive school environment that promotes positive relationships, including the implementation of programs to develop social skills and to provide support mechanisms for families;
- consistently recording and following up unexplained student absences;
- monitoring the school's attendance data to identify absenteeism trends and individual students with high levels of absenteeism;
- promoting high expectations for school attendance to the school community by communicating that higher school attendance is associated with higher student achievement through school newsletter, parent meetings, school website, school Facebook page, text messaging and parade.
- Implementing 'Attendance Incentives':
 - Weekly Award – highest attending year level for the week.
 - Term Reward – pizza party for highest attending year level for the term.
 - End of Year Reward – Those students who attend school 95% or higher attend a Reward Session.

Responses to absences

When a student is absent without explanation or a pattern of absences has been identified, Bluewater State School will take the following actions:

- The parent or carer will be contacted via text message to determine if there is a reasonable excuse for the absence/s.
- Records of contact with parents and carers regarding unexplained absences will be recorded in OneSchool.





- If a student is identified as having 3 consecutive days unexplained absences or there is a pattern of absences a member of the administration team will contact parent or carer.
- If contact cannot be made or further information regarding absences is required the Deputy Principal and/or Principal will make contact with parents/carers via phone call.
- If, after 3 weeks, or extended patterns of absence the student is still not attending school regularly, the school will follow the processes for managing student absences as outlined in the *Education (General Provisions) Act 2006 – SMS-PR-043*.

Reporting and monitoring attendance

At Bluewater State 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:

- Telephone
- Email to the school office - admin@bluewatess.eq.edu.au
- Signed/dated note sent with the student
- In person to the office or class teacher

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](#)

