



Machans Beach State School

ATTENDANCE POLICY

2022

Every Day Counts

RATIONALE

At Machans Beach State School we are committed to providing safe and supportive learning environments for all students which address their educational needs.

The Machans Beach State School attendance policy aims to address student attendance and bring about a change in culture about the need for students to be in school every day. A necessary part of this plan is to engage all stakeholders in reducing absenteeism and making every day count at school.

BELIEFS ABOUT ATTENDANCE

Research shows that in Queensland, higher student attendance is associated with higher student achievement. It is important that students, staff and parents/carers have a shared understanding of the importance of attending school.

Machans Beach 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:

- provide a safe, supportive and stimulating environment where students feel valued and secure and where their learning needs are met;
- strive to make school a fun and enjoyable place where students want to come each day;
- employ strategies to engage the community and build a shared responsibility for every child's education;
- collaboratively develop strategies to ensure that students feel connected and are engaged while at school;
- Class teachers to promptly follow-up on unexplained absences and report chronic absenteeism to the necessary authorities;
- Administration to monitor selected students identified as requiring significant support to attend school.

Student responsibilities:

- attend school every day unless genuinely ill;
- build positive relationships with their peers and school staff;
- communicate any issues or problems that arise at school with their parents or teacher.

Parent responsibilities:

- Ensure that students attend at least 95% of school days throughout the year;
- Where possible, book specialist appointments outside school hours;
- Respond to absence text notification if a child is away sick or for any other reason;
- Take preventative measures to ensure that sick days are minimized through good health and hygiene practices;
- Plan family holidays during school holiday periods, *not* during school terms.

STRATEGIES

At Machans Beach State School we promote 100% attendance by:

- Sending clear messages to parents and students that attendance is vital for meeting educational benchmarks and targets;
- Promoting the message that *Every Day Counts* by ensuring that class time is used effectively and learning starts on the first day and occurs up to and including the last day of every term;
- Marking rolls twice a day and monitoring for patterns of absenteeism eg. Day of the week, long weekends, Specialist lessons etc.
- Quickly identifying unexplained absences and following up promptly;
- Developing clear expectations about what is a reasonable excuse for being absent;
- Building positive relationships and developing channels of communication with the school community;
- Promoting high attendance through weekly attendance awards on assembly and certificates each term;
- Analysing attendance data weekly and addressing attendance issues collaboratively.

EVERY DAY COUNTS

Every Day Counts is a state-wide initiative addressing the issue of student attendance at school. The initiative is designed to change parent, community and student attitudes to school attendance. It requires the support of both parents and the community if student attendance is to be successfully addressed.

***Every Day Counts* promotes four key messages:**

- all children should be enrolled at school and attend on every school day;
- schools should monitor, communicate and implement strategies to improve regular school attendance;
- truancing can place a student in unsafe situations and impact on their future employability and life choices;
- attendance at school is the responsibility of *everyone* in the community.

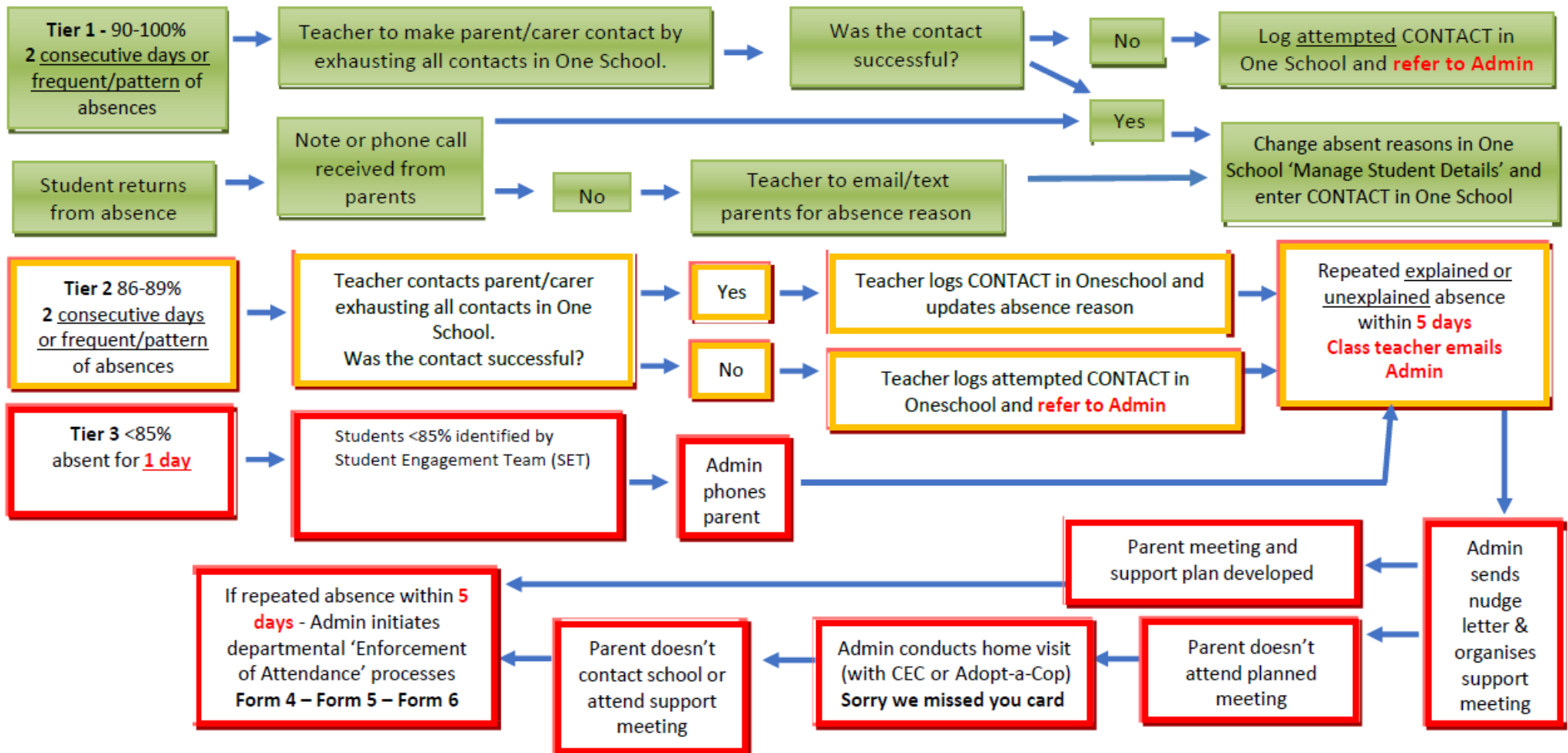


Machans Beach State School

Respecting ourselves, caring for others

Attendance Absentee Flow Chart

In line with current Department of Education, Training and Employment policies regarding monitoring student absences, schools/teachers are required to follow-up unexplained absences as soon as possible but **within three days of the absence**. Parents are required to provide a reason for a child's absence **within two days of their child's return to school**.

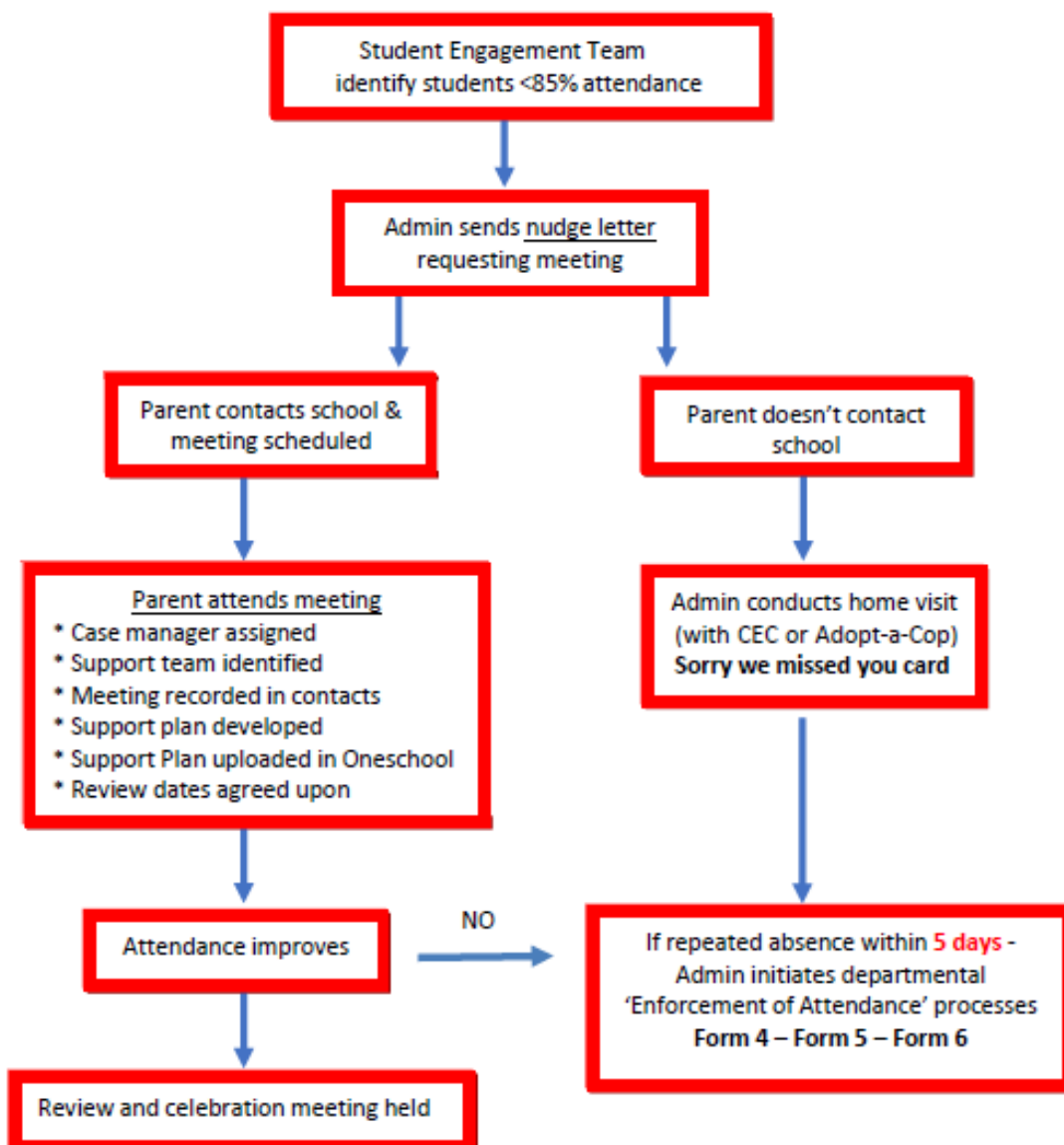




Machans Beach State School

Respecting Ourselves, Caring for Others

Attendance Case Management Tier 3



RELATED RESOURCES

Every Day Counts

<http://education.qld.gov.au/everydaycounts/index.html>

Departmental Policies

SMS-PR-017: Enforcement of Compulsory Schooling and Compulsory Participation Phase

<http://education.qld.gov.au/strategic/epr/students/smspr017/>

SMS-PR-029: Managing Student Absences

<http://education.qld.gov.au/strategic/epr/students/smspr029/>

SMS-PR-036: Roll Marking in State Schools

<http://education.qld.gov.au/strategic/epr/students/smspr036/>