



Attendance Policy

Rationale

The Education (General Provisions Act) 2006 requires that children of compulsory school age must be enrolled and attend school on every school day. All students are required to attend school unless reasonable and valid grounds exist for them to be absent.

Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult. Absenteeism contributes significantly to student failure at school.

Aims

- To maximise student learning opportunities and performance by ensuring that students attend and are engaged in school regularly
- To prepare students and instil a work ethic that reflects workplace standards

Implementation

- Parents have a responsibility to ensure that students attend school regularly and are only absent if ill or if absolutely necessary. Parent/guardians have a further responsibility to contact the school explaining why an absence has occurred.
- Absences due to medical reasons (appointment, sickness etc.) will require a medical certificate supplied to the school. These absences are then changed to "medical absences."
- Parent/guardians of students who are to be absent are required to explain their student's absence, in one of the following ways:
 - Contact the school via email at student.absence@corindashs.eq.edu.au
 - Reply to the unexplained absence message, sent via SMS
 - Provide a note on the next school day, explaining the student absence, signed by a parent/guardian
 - Visit QParents at <https://qparents.qld.edu.au/#/login> (must be registered).
 - Contact the school absence line on 3379 0290
- A student is deemed to be absent for part days as per departmental procedure [Roll marking in state schools](#).
- Independent students not living with parents or guardians are also required to provide notes and supporting documentation following the same procedure (as above).
- The expected standard of attendance is 95% Present (+ Medical Cert). Information kept



- in accordance with departmental policy and procedures in One School and Daymap.
- Students below 90% attendance will not meet the expectation for school representation.
 - Absences during assessment are addressed through the Corinda State High School [Assessment policy](#).
 - Unexplained or inadequately explained absences will be deemed as unauthorised absences. This may result in communication with parents and the student involved, so as to implement strategies that will resolve the issue by offering support to improve attendance.
 - Students who fall below the expected standard of attendance may be required to show cause and attend a meeting with support staff. These students may also be placed on the non-representative list.
 - Ongoing unauthorised or unexplained absences, or lack of cooperation regarding student attendance, will result in a formal attendance conference being organised. Unresolved attendance issues of post-compulsory students may result in withdrawal of credit from subjects, or ultimately to the cancellation of enrolment for failure to participate in a program of instruction. Unresolved attendance issues of students in the compulsory participation phase of schooling will result in formal notification and may be reported by the Principal to the Executive Director Schools, with a recommendation to prosecute.
 - All student absences are recorded each period by teachers, and regular reports provided to monitor attendance patterns.
 - Student attendance and absence figures will appear on student report cards.
 - Aggregated student attendance data is reported to the wider community each year as part of the Annual School Report.

Responsibilities

Parents/Guardians

- Ensure their child arrives at school on time and attends their educational program every school day.
- Minimise disrupting their child's school day so their child has the best opportunity to learn.
- Provide current contact details to the school to enable effective notification/communication.
- Contact the school prior to any planned absences and provide an explanation (preferably in writing) for each absence, either before or on the day of absence, or as soon as practicable, in accordance with the schools' communication processes.
- Contact the school on 3379 0222 as soon as possible if you receive an SMS advising that your student has an unexplained absence and you believe they should be at school.
- Ensure their child follows the school's recommended processes and procedures for late arrival and early departure.
- Notify the school of their child's late arrival or early departure using the school's recommended communication processes and procedures, as outlined below.
- Notify the School Engagement Teacher and Deputy Principal if your child is to be absent



for an extended period of time.

- Contact the Guidance Officer, School Engagement Teacher, Dean of students, House Master or Deputy Principal if your child refuses to attend school.

Students

- Attend and engage in all classes on time, everytime.
- Report to the administration office with a parent note for late arrival and/or early departure, as outlined below. The early departure is to be approved by the Deputy Principal.
- Maintain attendance of 95% to support successful engagement.
- Follow up discrepancies in attendance with relevant teacher. Eg marked absent from class when they were present or late.

The School

- Monitor attendance daily via roll marking for each lesson.
- Notify parents via SMS when a student has an unexplained absence.
- Provide school based support for students experiencing attendance issues.
- Follow up in relation to departmental procedures to the relevant authority in the event of non-attendance.
- Enrolment officer to run orientation process for attendance with all new enrolments.
- Student Services Deputy Principals to monitor chronic attendance with support from engagement teacher to allocate appropriate intervention.
- Classroom teacher:
 - Roll to be marked within 20 minutes of start of lesson.
 - Review roll at end of lesson to update any errors and changes (late to class)
 - Monitor inconsistencies
 - Record student movement appropriately (eg, toilet pass)
- House Masters:
 - Regularly communicate attendance celebrations on house parades
 - Use weekly attendance data for house points
 - Follow up students that are absent from Home group and respond to patterns of home group attendance.
- HODs
 - Follow up truancy as per attendance truancy management follow chart.
 - Support engagement teacher with staff errors in roll marking
 - Follow up with Deputy Principal for staff the have continued errors in roll marking



- Dean of students
 - Case manage students in the 70 – 85% attendance range with Guidance Officer, House Master, School Social worker, Engagement Teacher and nurse support.
 - Identify and monitor students requiring additional support referrals.
 - Monitor ongoing truancy as per Student Code of conduct.

- Engagement Support Teacher
 - Maintain attendance reports weekly
 - Generate late reports every 3 weeks for monitoring patterns of attendance
 - Support Student Deputy Principal team to case manage students below 70% (chronic) attendance.
 - Home visit support with Guidance officer or Deputy Principals for students with chronic attendance
 - Manage the sending of 3, 5 and 10 day letters generated from One School and recorded.
 - Refer students with 5 day Unexplained attendance to Student Deputy Principals for contact home.
 - Support attendance exemptions for students requiring extended absence from school.
 - Follow up roll marking inconsistencies and errors with staff.
 - Follow up unmarked rolls with Deputy Principals, Head of Departments and teachers

- Student Services teacher aides
 - Send daily SMS by 11:00am to allow parent response in an appropriate timeframe for unexplained absence.
 - Complete DAILY One school data import from Daymap
 - Complete extended One school data import from Daymap for corrections to attendance
 - Monitor responses, update attendance and notify appropriate school support

Ongoing monitoring will occur as a part of the school's evaluation processes and through feedback of all parties involved.



Procedures for late arrivals and early departures

Parents/Guardians

- When a student is late to school the parent needs to notify the school in writing or via phone call as to the reason for late arrival. Unauthorised reasons may result in a behaviour consequence.
- Persistent late arrivals that develop a pattern of non-attendance may be referred for support or result in cancellation or enforcement of attendance as per departmental policy.
- Early departures should have a written contact from their parent or guardian. Student is to obtain a leave request in the morning from the main administration desk and request the departure notification to be signed by a Deputy Principal. Students are to depart and receive their leave pass through the main administration office.

Related Policies and Procedures

- [Managing student absences and enforcing enrolment and attendance at state schools](#)
- [Roll marking in state schools](#)
- [Assessment policy](#)

Document control

Documentation status: [Final](#)

Document Control: [G:\Coredata\Admin\02 Key Documents\Policies & Procedures\Attendance Policy](#)

Evaluation: [This policy will be reviewed as part of the school's-ongoing review cycle through the Administration](#)

VERSION 2.2

- [Review of Non-Rep level of attendance](#)
- [Addition of expected roles](#)
- [Reinforcing of late arrival and early departure process](#)