Kuranda District State College

Attendance Policy

Rationale

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

Kuranda District State College expects all students to attend school each day ready for work. School readiness includes having correct uniform, food for the day and equipment required for learning.

Kuranda District State College attendance policy aims to create conversations with all stakeholders about the importance of school attendance. It also begins to explore the critical areas which need to be addressed to assist students and families meet the 90% attendance goal.

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. Kuranda District State College

- 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 quality learning experiences in a safe respectful environment
- Provide a respectful environment for students and families to work cooperatively encouraging attendance and participation
- Monitor and track all students’ attendance patterns and keep families informed of undesirable situations or trends.
Student responsibilities:

- All students need to be at school each and every day prepared for work and learning
- All students are to be accountable for attendance and participation
- All students are expected to be in class on time and remain in class each lesson

Parent responsibilities:

- All parents are responsible for providing necessary opportunity and resources to ensure students can and do attend each day
- All parents are responsible for informing the school of any situation which prohibits students from attending school for a full or partial day
- All parents are encouraged to resolve any discrepancy re attendance information for their student

Strategies

At Kuranda District State College we promote 90% attendance by:

- Recognising students at different levels of attendance
- Visually stimulating material around school
- Data walls for various positive behaviours e.g. attendance
- Incentives for attendance success e.g. stickers, Hi 5, certificates for Target 90

Late Arrivals

Students arriving late to school are asked to sign the late book located at the P-6 or 7-12 campus office on arrival.

Early Departures

All principals of state schools have been directed by the Director General of Education to provide the following advice to each school community.

Section 18 of the Education (General Provisions) Regulation 2006 allows a Principal/Head of School to grant a student leave of absence for a student leaving the school grounds to receive:

- Medical treatment,
- Dental treatment, or
• Specialised instruction. (Specialised instruction means instruction or training in a subject or activity that is not part of the student’s normal school subjects or activities.)

The principal must only exercise this discretion:

• If a parent advises the principal of a student’s requirement to leave the school grounds for such purposes.

• It is advisable that the request is received in writing.

• In instances where the principal specifically requires the request be made in writing, the parent must provide it in writing.

However S.18 of the regulation DOES NOT INCLUDE:

• Leaving school to go shopping.
• Buy lunch.
• Go home to work, or
• Visit a friend etc.

as reasons for giving leave of absence.

Students WILL NOT be given permission to leave the college grounds for reasons other than those outlined in Section 18 of the Education (General Provisions) Regulation 2006.

Parents must make arrangements for students to run errands and so on outside of school hours.

If you wish your child to leave the college grounds during school hours please;

• Send a letter informing the college of your intentions to the school office, informing the school of when your child will be collected.
• On the P-6 campus Parents will need to go to the office to complete the early departures permission form.
• On the 7-12 campus parents need to sign the Students Leaving School Grounds Register located in the office.

**Responses to absences**

At Kuranda District State College we are committed to achieving the following targets in improving attendance:

• 90% attendance across the college

When a student is absent without explanation for 3 days or a pattern of absences has been identified, Kuranda District State College will take the following actions:

• Indigenous Liaison Officer will print and deliver a letter to indigenous parents or carers. Conduct a conversation where possible and offer assistance where necessary.
• Head of School for each phase will facilitate a phone call to discuss attendance and issues with family and or student

• Class/roll teachers will request a note from parents explaining absence for a single day

At Kuranda District State College the consequences or impacts of unexplained or unauthorised absences might include the following:

• Loss of privilege for non-curricular excursions or extracurricular activities

• Loss of access to NSSCF scheme where a 85% attendance record is required

• Non-compliance or Show Cause letters to be processed

**Reporting and monitoring attendance**

At Kuranda District State College reports of absence or truanting are taken seriously. Students, parents, members of community and school staff may report an absence in the following ways:

• Phone school and leave message

• Visit school and meet with ILO or HOS

• Email school with details

• Send note through classroom teacher from parent or carer

**Some related resources**

**Every Day Counts**


**Departmental Policies**

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

http://education.qld.gov.au/strategic/eppr/students/smspr017/

**SMS-PR-029: Managing Student Absences**

http://education.qld.gov.au/strategic/eppr/students/smspr029/

**SMS-PR-036: Roll Marking in State Schools**

http://education.qld.gov.au/strategic/eppr/students/smspr036/