



Information Statement

## ATTENDANCE

Version effective: 01/01/23

### Audience

Redcliffe State High School staff, parents/guardians and students

### Overview

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

Regular school attendance gives students a better chance at life. Students achieve better when they go to school all day, every school day because:

- they have increased access to learning opportunities
- they maintain friendships
- they stay connected to the curriculum progression
- they develop self-efficacy as a learner
- they have better long-term life outcomes.

Redcliffe State High School:

- is committed to promoting the key messages of Department of Education “Every Day Counts” policy.
- 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 within the community.

Our expectation is that every student will attend classes 90% of the time to be allowed to participate in extracurricular activities. Documented absences (i.e. medical certificates, etc.) are always considered when looking at attendance rates for participation.

### Learning time lost

A 90% attendance rate is the equivalent of missing 4 school weeks across the year (20 school days).

While at school, students are required to attend all classes on their timetable. This includes form class, afternoon sport (Period 4 Wednesday for 10-12 and Period 4 Thursday for 7-9), Independent Learning sessions (given to senior students in specific circumstances and



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named INL on their timetable), Respect classes and any AIR sessions that students are referred to on a Friday from 1:30pm to 2:40pm.

<b>Missing just</b>	<b>Equates to</b>	<b>Which is</b>
10 minutes per day	50 minutes per week	Nearly 1 ½ weeks per year
20 minutes per day	1hour 40 minutes per week	Over 2 ½ weeks per year
30 minutes per day	Half a day per week	4 weeks per year
1 hour per day	1 day per week	8 weeks per year

Failure to attend any classes while in attendance at school is considered truancy. If students leave for a valid reason, i.e. a medical appointment, a parent must give permission (signed note, indicated on Compass or presenting to the school in person) and the student must sign out via the office.

### **Celebration**

Redcliffe State High School strives to celebrate all students who Soar Above and Beyond in any aspect of their schooling. Achieving a high attendance rate is one of the first steps to soaring, and as such we celebrate our 100% attenders on a regular basis. Students with high attendance (90% or higher) over a term are celebrated each term, and students who improve their attendance over time are recognised for these efforts.

### **Communication**

Our same day notification system sends an SMS to parents on any day that a student is absent without prior parental explanation. These messages are sent at approximately 10.00am each day.

Students and parents receive a weekly email with their year to date attendance rate and an indication of how they are progressing.

If a student is absent for three consecutive days without explanation we will be in contact to offer support for any ongoing issues and explain that relevant documentation should be provided for longer absences. Students who will be absent for more than 10 consecutive days may be eligible for an exemption from schooling, depending on the reasons for their absence and documentation provided.

### **Terminology**

Students are recorded as “present” when they are in class.

Students are recorded as “absent for a school activity” from class for school related activities. These absences are not recorded as absence from school for the purpose of report cards or school attendance rates.

Students are recorded as “absent with a reasonable excuse” for where the excuse provided is deemed reasonable by the Principal. Such reasons include illness, funeral, Sorry Business and medical appointments. These absences will be recorded as absence from school for the purpose of report cards or school attendance rates UNLESS appropriate documentation is provided (e.g. medical certificates).

Students are recorded as “unauthorised absence” when the explanation for the student absence is deemed by the Principal as not being a reasonable excuse. These absences will be recorded as absence from school for the purpose of report cards or school attendance rates.

Students are recorded as “unexplained absence” when no explanation for the student absence has been received. These absences will be recorded as absence from school for the purpose of report cards or school attendance rates.

“Truancy” is the term used for students being absent from class without permission from the school or parents.

## Student Responsibilities

- To attend school each day, attending all timetabled classes.
- To be on time for all classes.
- To never leave school during school hours without permission from the school and/or without obtaining a Leave Pass from the Administration Office following parental permission.
- To always report to the Student Counters if arriving late to- or leaving early from- school.
- To take ownership over their daily attendance.

## Parent Responsibilities

- To ensure their child attends school on every school day for the program in which they are enrolled.
- To provide a reasonable explanation for any and all absences – full day, leaving early or arriving late - by entering an attendance note via the Compass Portal, phoning the student absence line (3897 1111) or logging into QParents portal – preferably before 10am on the morning the student is absent.
- To provide appropriate documentation whenever possible and for extended absences.
- To initiate contact with the school prior to any planned absences.
- To contact the school if a student is to be absent for 10 school days or more, and apply for an exemption from schooling as appropriate.
- To advise the school of any change of address or phone numbers to ensure school records are accurate. Up to date data is essential in an emergency.
- To contact the school if a student is refusing to attend school. Initiate and/or attend meetings to seek support and discuss their child's attendance or participation in their educational program.

## School Responsibilities

- To ensure staff complete Compass attendance marking on a lesson-by-lesson basis.
- To notify parents/guardians daily, regarding unexplained absences, via the Compass messaging system.
- To discuss individual attendance concerns with students and offer support to parents/guardians and students when school attendance has become a concern.
- To provide students with schoolwork, when appropriate, if they are absent for extended periods. Note: School work will not be provided for students absent without a 'reasonable excuse' in accordance with DOE policy definition.
- To publish Redcliffe State High School's Attendance Policy and make this publicly available through the school's website, newsletters and enrolment package.
- To follow the Education Act and submit required documentation regarding students not attending school in either the Compulsory Schooling Phase or the Participation Phase.
- To inform students in the Participation Phase their enrolment may be at risk of cancellation, if they do not meet Redcliffe SHS attendance requirements.

## Departmental Policies

Students of school age have two phases of schooling. The Compulsory Schooling Phase and the Compulsory Participation Phase.

The Compulsory Schooling Phase starts the year a child turns 6 and ends when the child turns 16 or finishes year 10 whichever comes first. During this phase parents/guardians have a legal obligation to ensure their child attends school every day.

The Compulsory Participation Phase starts the year the child stops being of compulsory school age (i.e. reaches 16 or completes year 10) and ending when the child:

- i. gains a senior certificate, certificate III or certificate IV; or
- ii. has participated in eligible options for 2 years after the child stopped being of compulsory school age; or
- iii. turns 17 years.

During this phase parents/guardians have a legal obligation to ensure their child attends the eligible option of their choice.

## Every Day Counts

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

### Legislation

Education (General Provisions) Act 2006

As stated in the Queensland Government's Department of Education website, all children should be enrolled at school and should attend every day. It is a parent's responsibility to ensure that their child attends school on every school day for the educational program in which they are enrolled. If a child is unable to attend school for any reason, including illness, it is essential for parents, guardians or caregivers to notify the school as soon as practical regarding the absence.

### Contact

Deputy Principal 1

## **RSHS Procedure:**

### **Student Absence**

Parents/Carers must notify the school of any absences of their student. This can be done by entering an attendance note via the Compass Portal, phoning the student absence line or logging into QParents portal – preferably before 10am on the morning the student is absent.

Parents/Carers need to provide a reason for the student's absence and/or authorise any unexplained absences.

A medical certificate, or similar documentation, should be provided for absences of 3 or more consecutive days. This is also required if students will be missing any assessment deadlines. Until medical certificates are provided, absences of 3 or more days may be recorded as unauthorised.

Student Absence Line: (07) 3897 1160

The student absence line has a voicemail service available 24 hours a day.

Student Absence Email: [absence@redcliffeshs.eq.edu.au](mailto:absence@redcliffeshs.eq.edu.au)

### **Sign-in Procedures**

Parents/Carers of students who arrive late to school due to an appointment, family matter or other reason can enter an attendance note through the Compass Portal indicating the time and reason for the late arrival. This will then be visible to our office staff when the student arrives.

Students must proceed to the student window/counter, at whichever campus, to be signed in by our office staff.

Parents/Carers who are unable to enter an attendance note through the Compass Portal are required to provide their student with a hand-written note stating the date, time and reason for the late arrival. Students are required to bring this with them upon arrival.

Students who do not follow this process will receive appropriate consequences.

### **Sign-out Procedures**

Parents/Carers of students who are required to leave school early for an appointment, family matter or other reason can enter an attendance note through the Compass Portal indicating the time and reason for the departure. This will then be visible to the classroom teacher and the student will be allowed to leave class in time for their appointment.

Students then proceed to the student window/counter, at whichever campus they are being collected from, to be signed out by office staff. If a student needs to leave school during a lunch break, they will proceed directly to the student window/counter on the campus they are being collected from, and be signed out.

Parents/Carers who are unable to enter an attendance note through the Compass Portal are required to provide their student with a hand-written note stating the date, time and reason for the departure. Students are required to bring any hand-written notes to the Z block administration building (Western Campus) before school. Staff will then enter the attendance note into Compass and this will then be visible to the classroom teacher.

Students who do not follow this process will receive appropriate consequences. Of course, in cases of emergency, we will support the needs of the student.