

## ***Attendance Policy***

### ***Rationale***

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

In Queensland, research shows that **higher student attendance is associated with higher student achievement**. Attending school every day helps children to build social and emotional skills such as communication, teamwork and resilience.

School absenteeism and truancy can impact significantly on students' learning and wellbeing. Under the law, parents and carers must make sure your child is enrolled and attends school on all school days unless there is a reasonable excuse.

At Ripley Valley State Secondary College we have high expectations of student attendance. Our Attendance Policy aims to ensure students are actively engaged in school and attend every day to ensure optimal individual outcomes and student participation.

### ***Beliefs***

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. Ripley Valley State Secondary College:

- is committed to promoting the key messages of *Every Day Succeeding*.  
<http://education.qld.gov.au/corporate/about/state-schools-strategy/index.html>
- 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.

### ***Definitions***

**Compulsory school age:** A child is of compulsory school age if the child is at least 6 years and 6 months, and less than 16 years. This obligation is removed if the young person gains a full time Apprenticeship/Traineeship.

**Compulsory participation phase:** A **young person's** compulsory participation phase starts when s/he stops being of compulsory school age (i.e. turns 16 or completes Year 10 whichever comes first) and ends when the person:

- gains a Certificate of Achievement, Senior Statement, Certificate III or Certificate IV or
- has participated in eligible options for 2 years after the person stopped being of compulsory school age or
- turns 17.

This obligation is removed if the young person gains a full time Apprenticeship/Traineeship or participates in 25 hours or more paid hours of work per week.

(These definitions are based upon the Education (General Provisions) Act 2006)

## **Responsibilities**

### **School Responsibilities:**

- Regularly inform students, staff and parents/carers about the Ripley Valley State Secondary College's *Attendance Policy and Procedures* (including the Policy and Procedures for late arrival, early departure, truanting and absences when assessment is due) and make this publicly available through the school's website, newsletters and enrolment process.
- Monitor attendance daily through the marking of the roll at the beginning of each day and each of the four lessons.
- Notify parents/carers of unexplained absence, requesting an explanation for their student's absence.
- Provide students with school work when they are absent for authorised extended periods of time.
- Offer support to student and family when school attendance for an individual impacts upon learning.
- Adhere to the Department of Education and Training processes if a compulsory school age student is not attending school (See related resources).

### **Student Responsibilities:**

- Attend all classes on time, with the necessary equipment.
- Ensure all missed school work is completed if an absence has occurred.
- Leave the school grounds during school hours only after receiving an appropriate Leave Pass from the office. This will be issued once a parent/carer permission has notified the school either by flexible school form, note, phone call, voicemail or text message. The parent/carer must have authority to request the early departure of a student which is reflected on OneSchool.
- Report to the office if arriving to school late and provide a note from parents/carers explaining the reason for late arrival.
- Discuss attendance with the Access Teacher if there are issues or concerns.
- Ensure absence records are accurate and all absences have been explained by parents/carers.
- Student attendance below 90% may impact upon eligibility to represent the school at school events (e.g. camp, formal) and participation in school based traineeships and apprenticeships.

### **Parent/Carer Responsibilities:**

- Ensure that your child attends school every day for the program in which they are enrolled.
- If a student is absent from school (part or full day), parent must notify office via note, phone call or Daymap on the day of absence
  - Student Absence Line phone number: 3819 5366
  - Email [administration@ripleyvalleyssc.eq.edu.au](mailto:administration@ripleyvalleyssc.eq.edu.au)

○ SMS 0481 073 667

- Should a student be required to leave during the school day, a parent/carer or emergency contact, as identified in OneSchool, must collect students from administration in person. Identification will be required to ensure student safety.
- If a parent/carer receives an SMS notification of a student absence, they are to respond to the message stating reason for student absence.
- Parent/Carer must notify the school for each day of absence, including for those students identified as school refusers. The exception is when parents/ carers have notified the school of an extended absence.
- Absence notification must include the reason for the absence. This should include a medical certificate if a student is missing assessment due to injury or illness.
- If a student is absent on the day of their industry placement when undertaking a school-based apprenticeship / traineeship / work experience they must notify both their employer and school on the day of the absence.
- Contact the school prior to any planned absence.
- Contact the Deputy Principal if your child's absence is likely to be for an extended period of time. If a student is absent for 10 or more consecutive school days an Exemption from Schooling Request must be applied for. Approval is at the discretion of the Principal.
- Contact the Deputy Principal if your child is refusing to attend school or missing from school without your approval. Initiate or attend meetings to seek support and discuss your child's attendance or participation in their educational program.
- Ensure absence records are accurate and all absences have been explained.
- Advise the school of any change of address or phone numbers to ensure school records are accurate. Current data is essential in an emergency.

### ***Response to Absences***

Ripley Valley State Secondary College has a variety of mechanisms for recognising students who achieve attendance targets. We are committed to achieving the following targets in improving attendance:

- 100% of student absences are explained
- 90% (or higher) attendance rate (classes that students are actually present in class) across the student cohort
- 100% of students arrive to school in time to commence learning or have valid reason for lateness

When a student is absent without explanation or a pattern of absences has been identified, Ripley Valley State Secondary College will take the following actions:

- On the day of absence alert parent/carer via SMS requesting a reason for absence
- Engage with parents/carer and student to support engagement with their educational program.

At Ripley Valley State Secondary College the consequences or impacts of unexplained or unauthorised absences may include the following:

- Detentions to complete work that has been missed
- Telephone contact with parent/carers
- Organised meetings with student and parents/carers to support reengagement with learning
- Meetings with relevant support staff or outside agencies
- Commencing processes associated with the enforcement of compulsory school and compulsory participation
- Developing a Negotiated Attendance Plan or Flexible Attendance Plan for students
- Formal processes as per Department of Education and Training policy including referral by the Director General for prosecution under the Education (General Provisions) Act
- Students with unsatisfactory attendance may be ineligible to participate in school organised extra-curricula activities as per the School Representation Policy.

### ***Reporting and monitoring attendance***

At Ripley Valley State Secondary 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:

- Telephone to the school office: 3819 5366 or 3819 5333
- Notification via Daymap
- SMS in response to same day notification
- In person to the office
- Signed/dated note sent with the student which includes reason for absence

### ***Related Resources***

#### **Every Day Counts**

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

#### **Managing Absences**

<https://ppr.qed.qld.gov.au/pp/managing-student-absences-and-enforcing-enrolment-and-attendance-at-state-schools-procedure>

#### **Roll Marking Procedures**

<https://ppr.qed.qld.gov.au/pp/roll-marking-in-state-schools-procedure>

#### **Resources for Parents**

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

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