

# INFORMATION

## ATTENDANCE POLICY & PROCEDURE



**Attendance Goal: 92- 100%**

### Rationale

All schools in Queensland are committed to providing safe and supportive learning environments which address the educational needs of all students. Within this environment Loganlea State High School promotes the

Department of Education attendance policy Every Day Counts.

In addition to this framework, the Loganlea SHS attendance policy aims to:

- Develop and reinforce the importance of the connection between school, student, home and the wider school community to positively impact on student attendance, engagement and academic achievement
- Develop relationships between teachers (Care Group teacher or other) and students so that students feel

When a student misses...	That equals...	Which is...	Over 13 years of schooling...
10 minutes per day	50 minutes per week	Nearly 1 and a half weeks per year	Nearly half a year
20 minutes per day	1 hour 40 minutes per week	Over 2 and a half weeks per year	Nearly 1 year
Half an hour per day	Half a day per week	4 weeks per year	Nearly 1 and a half years
1 hour per day	1 day per week	8 weeks per year	Over 2 and a half years

safe to attend school and voice their needs – academic, social or emotional

- Provide a platform for students to develop resilience and self-motivation

### Role Marking Procedures

Every morning students attend Care Group sessions to have the roll marked. If student is not in attendance a text message is sent home at 9.30am to parents to notify of absence. A follow up email is sent at 10.30am if student is still not in attendance.

If student arrives late to school they are to present at the office to have their names marked off the roll.

The marking of the roll in each session every day is a very important responsibility as it informs the school where students are, and which students are not arriving to school and to class on time.

### ID Attend Processes

Loganlea State High School's key attendance program is ID Attend. Staff record all student attendance and absences, late to class or infringements (i.e. uniform, phones, late to school etc.)

### Daily School Absentee List

Loganlea State High School is committed to closely monitoring student attendance as a matter of routine. Each day attendance is monitored and a process of notifying parents is in place, this includes emails and phone calls.

If you receive notification of your child being absent and you believe it to be an error, please contact the school as soon as possible.

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### Explaining Absences

All students must provide notification from a parent/guardian when they are absent from school. Please note that for students of compulsory school age, there is a duty of care to establish the reasons for absence from school. For students of post-compulsory age, school staff have a responsibility to seek reasons for absences from school, although the responsibility for providing the information rests firmly on the students and parents.

- A parent/guardian can explain an absence in the following ways:
- A note submitted to the Student Foyer
- A phone call during office hours.
- A message left on absentee hotline **Ph: 3451 8777 press 1 to leave a voice mail**
- Doctor's Certificates are acceptable notes provided that they cover the total period of absence
- An entry on Qparents
- Email [attendance@loganleashs.eq.edu.au](mailto:attendance@loganleashs.eq.edu.au)

Further information for parents and carers is available at: [Education Queensland Attendance](#)

### Acceptable Reasons

- Serious illness or medical conditions (the majority of these conditions should be accompanied by a medical certificate)
- Representative activities including sport, academic and cultural
- Serious family emergencies (these should be rare)

### Non-Acceptable Reasons

- Holidays outside school holiday periods
- Non-essential activities (e.g. shopping trips, parties, functions during the school day)
- Medical appointments that can be scheduled outside of school hours

*\* If you are unsure, contact the school on Ph: 3451 8777*

If a student is to attend a non-school representative sport, dance or cultural event the school must be notified before the date of absence by contacting the School Attendance Officer on 3451 8777 or via email to [attendance@loganleashs.eq.edu.au](mailto:attendance@loganleashs.eq.edu.au)

### Student Arriving Late To School - Applies After 8:40am

- Student signs in at Student counter in Administration Block
- Student proceeds to class with their 'sign in' slip

### Persistent Lateness to School

- The Student Dean monitor the number of times students are late to school.
- If a student is regularly late to school, a Teacher/HOD/Student Deans/ guardians to explain the school's concerns regarding attendance and provide notification. If the student continues to be late, a staff member will be contacted to liaise with the student and parents to assist the family with any barriers contributing to lateness.

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### Strategies

Loganlea State High School promotes the cooperation of all stakeholders (students, parents, staff and community) to ensure that every student attends school on every school day.

- To achieve this vision, Loganlea SHS:
- Establishes and maintains a positive school culture
- Communicates the importance of the “Every Day Counts” policy
- Implements the Loganlea SHS “One Caring Adult” strategy (Appendix 1)
- Implements a student rewards points program to acknowledge excellence in attendance (Appendix 2)
- Deploys an attendance team to consistently notify parents of consecutive absences
- Implements a whole school case management process for consistent proactive management of attendance
- Communicating with parents and the community through Facebook and with invitations to come into the school to celebrate student success.
- Provides support for parents/ guardians struggling to get their students to school.
- Operationalizes an Attendance Working Party and employs a dedicated Attendance Officer and Youth Support Coordinator to analyse data and develop strategies toward improved outcomes
- Setting whole-school achievable targets and engaging the school community in meeting those targets
- Utilising a systematic monitoring and action process with clearly defined roles, responsibilities and timelines informed by data and linked to a strong action/review
- Implements a case monitoring process - PASS (Proactive Approach to Student Success) to track and address attendance issues



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### Staff Key Attendance Duties

Ensuring students are accounted for and safe is a key priority at Loganlea SHS. Many staff are involved in the recording and tracking of attendance and behaviour at Loganlea SHS. The staff include but are not limited to: The Principal, Deputy Principals, Deans, Youth Support Coordinators, Guidance Officers, School Based Police Officer, Community Education Counsellor, Chaplain, Behaviour Advisory Teacher and Attendance Officer. These staff all contribute to effective monitoring of attendance at Loganlea SHS and this is actioned through collaboration with parents, and the wider community, which is necessary to achieve high attendance rates for students.

Staff at Loganlea SHS:

- Are committed to promoting the key messages of Every Day Counts
- Believe all children should be enrolled at school and attend school all day, every school day
- Monitor, communicate and implement strategies to improve regular school attendance
- Believe truanting can place a student in unsafe situations and impact on their future employability and life choices
- Believe attendance at school is the responsibility of everyone in the community.

Specific key processes and staff responsible:

PROCESSES	RESPONSIBLE OFFICER
<b>Monitoring attendance</b>	Care Group Teachers PASS Case Managers Youth Support Coordinators Deans of Students Deputy Principals
<b>Daily Absence</b> SMS sent at approximately 9.30am Email home at approx. 10.30am Updates attendance tracking spreadsheet	Attendance Officer
<b>3 Days of Unexplained Absences</b> <b>Phone call home</b> – if answered a confirmation email will be sent home / if no answer a 3 confirmation day letter will be emailed/posted home	Attendance Officer
<b>Home Visits</b> Deliver an attendance reminder letter Where a home visit is not possible a reminder letter will be emailed/posted home	Youth Support Coordinators Chaplain School Based Police Officer Behaviour Advisory Teacher Community Education Counsellor
<b>Enforcement Process</b> Formal letters will be posted home and referred to Department Education Training Regional Officer	Deputy Principals



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### Enforcement of Compulsory School Attendance

**Student absent from school for four or more non-consecutive days.**

Attendance Officer, after 3 or more non-consecutive days absent per week, are to contact guardian via phone call in regards to reason for absences. If absence is persistent and recurring, a medical certificate or appropriate documentation is required from the guardian. If unable to contact guardian via phone call, an optional email can be sent to the guardian. All contacts to be recorded in OneSchool with appropriate referrals.

Youth Support Coordinator to phone the designated contact for the student after 4 consecutive unexplained absences or regular non-attendance-more than 4 days per week without appropriate justification. If unable to contact, a home visit will be conducted by a staff member. A reminder letter will be hand delivered or emailed at the time of the visit.

#### Unsatisfactory attendances explanation

Youth Support Coordinator/Chaplain/School Based Police Officer/ Behaviour Advisory Teacher/Community Education Counsellor to conduct a home visit after 6 consecutive unexplained absences or a concerning pattern of non-attendance more than 6 days if:

- a) Parents are uncontactable or have not responded to communication.

#### Enforcement Process - Junior

If no improvement of attendance, no change in circumstance, parent did not make contact with the school:

- **Form 4** (Failure to Attend) sent via registered mail
- If student does not attend school or parent fails to meet with Deputy a **Form 5** (Warning Notice) will be sent via registered mail

#### Enforcement Process - Senior

If no improvement of attendance, no change in circumstance, parent did not make contact with the school:

#### Prosecution (Junior) / Cancellation (Senior)

- Regional Office will advise process

**Satisfactory explanation of absences established**  
Or  
Improvement of Attendance

#### Continued Attendance Improvement Strategies:

- Contact with parent
- Daily Attendance monitoring
- Late Arrival monitoring with consequences
- Advertising on Social Media and Promotion of attendance

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### Appendix 1: The Role of the Care Group Teacher One Caring Adult

Care groups comprise the primary point of pastoral care in the school. Working within the house system and with the support of House Masters and Deans of Students - Care groups are vital to the development of positive relationships with students.

“All teenagers need relationships that are both caring and stable. They need to build a sense of trust and have the time to communicate the complexity, frustrations, and positive aspects of their lives in and out of school. Only after creating a strong relational base will an adult have the platform to be a source of enduring and cherished advice to a student. Students won't confer trust to an adult based on his or her role as a counselor, psychologist, or social worker; we have to earn it by building a relationship” (Prof M. Ellis, Edutopia).

#### **Student Well-being – Care for student’s social emotional development**

- Teaching the student school and community values
- Each day creating a sense of belonging by genuinely welcoming the student to school
- Encouraging participation in learning and school events. Reading the morning notices and distributing any literature to members of the care group as per the associated instructions
- Fostering enjoyment of school
- Providing a point of student advocacy and support for students concerns
- Promoting perseverance and resilience with difficult matters
- Promoting healthy choices and life-style
- Maintaining communication with parents with regard to their child’s wellbeing.

#### **Student Attendance – care for student’s engagement with their course of study**

- Communicating the importance of regular school attendance (with a target of 95%)
- Marking the official care rolls each morning
- Checking absences and collecting any notes explaining past absences from school.
- Contacting parents when students are not attending and encouraging them to return to school and/or passing on relevant reason for absences to the attendance officer
- Addressing persistent lateness to school with the student, parents and House Master to find a solution or issue an appropriate consequence
- **Producing and checking the daily attendance inconsistencies report** to monitor and address fractional truancy issues. If persistent, contact parents and the relevant Dean of Students
- During the school reporting period it is also a Care Group teacher responsibility to proof read the reports for