



Attendance Policy

Rationale

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

Southport State High School expects students to arrive at school in full school uniform, prepared for learning and in time for roll mark. It is further expected that students will be on time for each lesson.

This attendance policy aims to take full advantage of teaching and learning opportunities to ensure student achievement is maximised. The school attendance policy also aims to promote 100% attendance and punctuality in preparation for future employment pathways.

The partnership between parents, students, school and the community is important in providing timely communication and transparent processes that support the attendance policy of Southport State High School.

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. Southport State High School:

- is committed to promoting the key message of 'Every Day Counts'
- believes all children should be enrolled at school and attend school every day, all 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:

- accurately record attendance
- monitor student attendance
- contact parent/caregiver in regard to unexplained/unauthorised absences
- provide support to families to encourage student attendance
- follow departmental procedures to address attendance issues

Student responsibilities:

- attend every lesson every day
- arrive on time
- sign in/out at Student Services if late to school, leaving early, ill, attending appointments.

Parent responsibilities:

- ensure students attend school each day
- explain all absences by text, email, phone or note (including extended absences)
- schedule appointments for students outside of school hours if possible
- seek approval for exemption for absences greater than 10 days
- inform the school of changes to contact information



Strategies

At Southport State High School we promote 100% attendance by:

- endorsing the 'Every Day Counts' message through parades, newsletters and other communication
- issuing certificates to acknowledge 100% attendance
- daily communication of unexplained/unauthorised absences to parents/caregivers
- providing support to students (Dean, Support Services)

Responses to absences

At Southport State High School we are committed to achieving the following targets in improving attendance:

- whole school attendance greater than 95% each term
- ensuring all absences are explained and authorised

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

- contact parent/caregiver for an explanation
- ensure the absence is authorised

At Southport State High School, the consequences or impacts of unexplained or unauthorised absences might include the following:

- negative impact on student achievement
- request for an interview with parent/caregiver
- attendance monitoring card
- detention
- suspension and/or cancellation of enrolment
- prosecution

Reporting and monitoring attendance

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

- Compass App- login and explain a student absence - **PREFERRED METHOD**
- Phoning the school office or attendance line 5509 1222 Select Option 1
- Texting an explanation for student absence to the school absence text message. Follow text prompts.
- Emailing: absent@southportshs.eq.edu.au

Some related resources

Every Day Counts – Education QLD

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

Departmental Policies and Procedures:

Managing student absence and enforcing enrolment and attendance in state schools procedure

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

Expectations:

The target attendance rate for SSHIPS student attendance is 95% with all absences explained. By creating a routine that becomes habitual the learning progress is maximised for every student. It is the legal obligation of parents/ carers to ensure their child is at school. Failure to do so can lead to prosecution.