



## 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 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 truancy 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 etc.

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” slogan on parade and in newsletters
- 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 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
- 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:

- in person
- by phoning the school office or attendance line
- by email: [absent@southportshs.eq.edu.au](mailto:absent@southportshs.eq.edu.au)
- by text
- by written letter/note

## Some related resources

### **Every Day Counts**

<http://education.qld.gov.au/everydaycounts/index.html>

### **Departmental Policies and Procedures**

[Managing Student Absences and Enforcing Enrolment and Attendance at State Schools](#)

[Roll Marking in State Schools](#)

## Expectations:

Students at SSHIPS must be in attendance for 95% of the school year. It is the legal obligation of Parents/ Guardians to ensure this. Failure to do so can lead to prosecution.