



# Coolum State High School

## Attendance Policy

For all enquiries regarding attendance contact the Attendance Officer  
email: [admin@Coolumshs.eq.edu.au](mailto:admin@Coolumshs.eq.edu.au) or phone: 5471 5333

### Vision

Our vision is for Coolum State High School to be a school of high attendance; where it is understood and enacted that high levels of attendance underpins the habits of lifelong success.

### Target

At Coolum State High School we are committed to achieving at least 92% attendance for all students.

### Rationale

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

### School community beliefs concerning the importance of attending school

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. Coolum State High School:

- is committed to promoting the key messages of *Every Day Counts* (see Departmental Policies below);
- 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.

### Responsibilities

#### Parents/Carers

- To ensure their child attends school on every school day for the program in which they are enrolled;

- To provide an explanation that meets the intent of the Education (General Provisions) Act 2006 for all absences, that is, any time during which a student is not attending or participating in their educational program;
- To contact the Attendance Officer regarding any planned absences prior to the event. Where this is not possible, parents are asked to provide the reason for any absences by 9:30am on the day of absence, or within 2 days of the student's return to school;
- To contact the Attendance Officer if a child is to be absent for 11 school days or more to apply for an Exemption from Compulsory Schooling or Exemption from Compulsory Participation, whichever is appropriate;
- To contact the Year Level Deputy Principal if a student refuses to attend school. Initiate or attend meetings to seek support and discuss their child's attendance or participation in their educational program;
- 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.

## Students

- 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;
- To always report to Student Services if arriving late and to sign out at the Administration Office if leaving early.

## School

- To monitor student attendance daily through roll marking at the beginning of each day in Home Group and on a lesson-by-lesson basis;
- To notify parents/carers daily, regarding unexplained absences;
- To query inconsistencies in roll marking through the Attendance Officer. Notify the Attendance Officer or Year Level Deputy Principal regarding attendance concerns;
- To discuss individual attendance concerns with students and offer support to parents/carers and students when school attendance has become a concern;
- To provide students with schoolwork on OneNote, when appropriate, if they are absent for extended periods. Note: **School work will not be provided for students absent due to holidays;**
- To inform students, staff and parents/carers concerning Coolum State High School's Attendance Policy and Procedures (including the Policy and Procedures for late arrival, early departure and truanting) and make this publicly available through the school's website 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 Coolum State High School's attendance requirements.

## Attendance Officer

- To monitor attendance, including whole day absences, part-day absences, excessive excused absences and lateness to school;
- To investigate reasons contributing to absences;
- To coordinate appointments for students and parent/carers with Deputy Principals and other relevant support personnel to enable parties to investigate reasons for absenteeism and explore options available;
- To follow up queries from teachers, parents and students regarding attendance issues;
- To be responsible for the integrity of the school's attendance data through timely recording, regular reviewing and accurate updating;
- To liaise with members of the school community regarding attendance concerns.

## Strategies for reporting and monitoring attendance

### Attendance

If students are absent from school at any time, parents/carers should advise the school by 9:30am and provide a satisfactory explanation for the absence. They can do this by:

- Leaving a message on the Student Absence Line – call 5471 5360 before 9.30am;
- Replying to an absence SMS requesting a reason for the unexplained absence;
- Emailing details of the absence with a reason to [StudentAbsence@coolumshs.eq.edu.au](mailto:StudentAbsence@coolumshs.eq.edu.au)
- Logging into a QParents account.

Coolum State High School will maintain attendance records and monitor attendance of enrolled students through implementing the following procedures:

- Students are required to attend school, on time, according to their timetable;
- All students must ensure they are on time for Home Group at 8.30am every day as this forms the basis for official daily attendance records and generates the data for absence texts;
- Teachers mark a roll for each class. Teachers will only mark students as present if students are physically present in the classroom. The Attendance Officer will follow up any inconsistencies in attendance and report any concerns to the Year Level Deputy Principal;
- The accuracy of attendance rolls is paramount in ensuring attendance requirements are met.

### Lateness

- All students arriving late to school are required to sign in at Student Services and collect a late slip to provide to the class teacher.
- It is expected when a student is late for school the following process should be followed:
  - provide a note from their parents/carers explaining their lateness, or
  - parents/carers may phone the Student Absence Line on 5471 5360 with a valid reason ahead of their students' arrival, or
  - parents/carers may reply to the text sent requesting a reason for their students late arrival or
  - parents can email [StudentAbsence@coolumshs.eq.edu.au](mailto:StudentAbsence@coolumshs.eq.edu.au) prior to their students' arrival or
  - notify using QParents their students' lateness prior to their arrival.

- The first time a student is late in a term they receive an official caution;
- The second time a student is late in a term they receive an official warning;
- If a student is late on a third occasion in the same term they will be referred to the Year Level Deputy Principal who may apply consequences including referral to the Rethink Room for a day.

## Early Departures

At Coolum State High School, in-class learning is paramount between 8.30am and 2.45pm. All students and their families are encouraged to schedule appointments outside of these hours.

Any student who is required to leave school between 8.30am and 2.45pm must be met at the Administration Office by a parent/guardian, or nominated emergency contact, to ensure that the school exercises its duty of care.

This process applies to all students, including those who need to leave school due to illness, with the only exception being students who must leave the school grounds for school-based apprenticeships, traineeships or work experience, flexible learning agreements, or senior students on exam blocks.

Should it be necessary that a student leave the school grounds during class-time, they must have a written and dated note to be released from class.

## Truancy

Truancy is taken very seriously at Coolum State High School. An expectation exists from both the school and parents/carers that students will attend their timetabled classes.

Students found to be truanting will be referred to the Year Level Deputy Principal in accordance with Coolum State High School's Student Code of Conduct.

## Compulsory Schooling and Compulsory Participation

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/Carers 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/carers have a legal obligation to ensure their child attends the eligible option of their choice.

## Responses to absences

The school will mark students, as “absent”, for school activities, on or off campus. These absences **will not** be recorded as an absence for the purpose of report cards or school attendance data.

The school will mark students “absent with a reasonable excuse” for reasons such as illness, attending a funeral or religious observations. These absences **will** be recorded as an absence for the purpose of report cards and school attendance data.

The school will mark students “unexplained absence” when no reasonable excuse has been provided. These absences **will** be recorded as an absence for the purpose of report cards and school attendance data.

Procedures for unexplained absences are as follows:

Unexplained Absence	Response From School
1 day unexplained absence.	Text message sent requesting a reason for the absence. Parent to reply to text or call the Student Absent line or call the office to give a reason for their child’s absence.
3 consecutive days absent without explanation.	Student Absence Letter generated and emailed requesting reasons for absences. Parent/guardian responds with reasons for absences.
15 consecutive days’ absence with no response to school or continued unapproved absences.	An authorised officer at the school, sends by registered post, notice outlining parents’ legal obligation and requesting a meeting with parent/guardian. Failure to illicit a response will see the student removed from active enrolment.

Please see the link below, **Roll Marking in State Schools** for information regarding all absence recording.

## Legislation

Education (General Provisions) Act 2006

<https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2006-039>

## Departmental Policy

Every Day Counts

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

Managing Student Absences and Enforcing Enrolment and Attendance at State Schools

<http://ppr.det.qld.gov.au/education/management/Pages/Managing-Student-Absences-and-Enforcing-Enrolment-and-Attendance-at-State-Schools.aspx>

Roll Marking in State Schools

<http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Roll%20Marking%20in%20State%20Schools/roll-marking-in-state-schools.pdf>