



Pomona State School: Attendance Policy

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Rationale

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

Pomona State School expects that each parent of a child who is enrolled must ensure that their child attends school each school day unless the parent has a reasonable excuse. Pomona State School is aware that the issue of absenteeism is complex and covers a range of behaviours, including chronic absenteeism, school refusal and truancy. However, partnerships between the school, parents and the local community can assist in reducing absenteeism.

Pomona State School attendance policy aims to:

- Develop a positive school culture,
- Identify absences quickly,
- Follow-up promptly, and
- Send clear messages to students and parents that attendance at school is vital.

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.

Pomona State 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 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:

- Mark class rolls twice a day
- Enter attendance data accurately and on time
- File absentee and medical notes in the student file;
- Follow up reasons for absences with parent/caregiver via direct or personal contact.
- Implement Truancy Legislation procedures where appropriate – procedures will be implemented after 3 unauthorised absences;
- Identify non-attendance patterns using current records;
- Engage interagency support to individually case manage poor attending students.



- Promote high attendance through rewards/positive feedback.

Student responsibilities:

- Attending School every day eager to learn;
- Arriving on time to school;
- Being on time to class after each bell (morning, recess, lunch);
- Actively participating in all school activities;
- Making sure their parents receive all notes from school;
- Making sure the school receives all notes from parents;
- Respecting the rights of others to attend in a safe, secure and stimulating learning environment;

Parent responsibilities:

- Ensuring that their child arrives at school on time every day;
- Contacting the school regarding every absence, early leaving, late arrival and appointments;
- Avoiding all disruptions to their child's school day so they have the best opportunity to learn;
- Working with the school to reinforce the importance of attendance and the value of learning;
- Feeling confident to openly communicate with the school;
- Informing the relevant staff member/class teacher of any difficulties relating to school attendance;
- Supporting programs designed to improve their child's attendance;
- Contacting the school prior to any planned absences.

Strategies

At Pomona State School we promote 100% attendance by:

- School Wide Positive Behaviour Support – Use Common Courtesies, Care for Self, Care for Others, Care for the Environment, Care for Learning;
- Ensuring consistent follow up of absences with parents/caregivers;
- Working with individual students and families to reduce absenteeism.

Responses to absences

At Pomona State School, we are committed to achieving the following targets in improving attendance:

- Reduce the number of students not attending more than 85% of school days to zero in each year level.
- Improve the school's overall attendance to 95%

Record Student Absences:

All student absences must be explained with a reasonable excuse as per Director-General's Guidelines.

- Class teachers will mark their roll twice daily.
- Office staff will record late arrivals and early departures.
- When a daily absence has an explanation staff will record in OneSchool.
- Office staff will generate a report weekly to follow up unexplained absences and inconsistencies.
- Office staff will maintain a Health Room register.

Follow up unexplained absences:

- Office staff will generate a weekly 'UNEXPLAINED' absence report and 'INCONSISTENCY' report.
- Office staff to contact parent/caregiver regarding Unexplained Absence or Inconsistency.



- Class teacher will monitor unexplained absences by requesting any notes or phoning home, returning notes or messages returned by students/parents to office staff who record reasons for absence in OneSchool. Any attendance concerns are to be reported to Administration.
- If an explanation for the absence is given by phone or email, the office staff will record this on OneSchool.
- Long term absences are monitored by Administration.
- When necessary, Administration will generate an Attendance Alert list.
- Office staff print and post unexplained absence letters on a weekly basis.

Monitor student non-attendance and patterns of non-attendance:

- Class teacher may need to contact parent for absence explanation recorded in OneSchool.
- Office staff print and post unexplained absence letters on a weekly basis.
- Office staff to monitor absences through OneSchool report Student Official Absence Report on a Weekly basis.
- Deputy Principal will analyse the students daily attendance data to investigate relationships to factors such as day or the week, class subject,
- Deputy Principal to investigate/resolve issues and initiate a plan to improve attendance.
- If the issue is not resolved then student will be referred Principal.
- The Principal/support staff will liaise with parents/caregivers to help facilitate a resolution to the absentee issue.
- The Principal/support staff will collaborate with other agencies.
- The Principal will follow the Education Queensland Managing Student Absences and Enforcing Enrolment and Attendance at State Schools sent via registered post.

At Pomona State School the consequences or impacts of unexplained or unauthorised absences might include the following:

- Referral to Student Support Services Committee;
- Referral to Guidance Officer and/or outside agencies;
- Meeting with parents/guardians;
- Formal processes as per Education Queensland policy up to and including referral by the Director General for prosecution under the Education General Provisions.

Reporting and monitoring attendance

At Pomona State 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 to the office or class teacher;
- Signed and dated note sent with the student;
- Telephone or email the school office;
- Telephone the school absence line.

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**](#)