

Blackbutt State School

ATTENDANCE POLICY*(updated: Friday 7th October 2022)***Rationale**

Blackbutt State School is committed to promoting the key messages of the Queensland State-wide initiative Every Day Counts.

Every Day Counts at school because...

- children achieve better when they attend school all day, every day
- because going to school means getting a better chance at life
- going to school every day builds a positive approach to learning
- going to school every day strengthens your child's independence and confidence.
- because school helps children build social and emotional skills such as communication, teamwork and resilience
- because going to school is a legal requirement

Aim

Our aim is to provide our students with every opportunity to achieve to the best of their ability. It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. At Blackbutt State School we are committed to achieving the following targets in improving and maintaining attendance:

- A 92% average attendance rate for students across all year levels.

ResponsibilitiesSchool responsibilities:

- Regularly inform students, staff and parents/carers about the Blackbutt State School Attendance Policy and make this publicly available through the school's website and enrolment package.
- Monitor student attendance daily through marking the roll at the beginning of each day and at the beginning of the final session of the day, every day, using OneSchool.
- Notify parents/carers of any unexplained absence, requesting a satisfactory explanation for the child's absence.
- Discuss individual attendance with students and offer support and help to parents and students when school attendance has become a problem.
- Provide students with school work when they are absent for legitimate extended periods of time.
- Archive all communication related to student absence.
- Monitor student absences and identify when a student is absent for three or more consecutive days, or where there is a pattern of persistent unexplained absences, or where a student's attendance rate is reasonably considered unsatisfactory.

Student responsibilities:

- Under the Education (General Provisions) Act 2006, students must attend school each day. They must be on time and have all necessary equipment.
- Never leave school during school hours without permission from parents/carers or the school and without obtaining an appropriate Early Departure Slip from the office.
- Report to the office if arriving to school after 8:45am and provide a note or explanation from parents/carers explaining their lateness.
- Ensure all missed school work is completed.
- Regularly discuss attendance with their class teacher.

Parent/Carers responsibilities:

- Ensure that their child attends school on every school day for the program in which they are enrolled.
- Provide a satisfactory explanation for all absences, that is, any time during which a student is not attending or participating in their educational program.
- Contact the school prior to any planned absence. Where this is not possible, parents must provide the reason for any absences prior to 9:30am on the day of absence, or within 2 days of the student's return to school. This may take the form of a medical certificate or a satisfactory explanation for the absence.
- Contact a member of the leadership team if student absence is to be for an extended period of time (eg family reasons or illness) and request school work.
- Contact a member of the Leadership team if a student is refusing to attend school. Initiate or attend meetings to seek support and discuss their child's attendance or participation in their educational program.
- Contact the school office to communicate any early departure (written or verbal).
- Advise the school of any change of address or phone numbers to ensure school records are accurate. Up to date contact details are essential in an emergency.

