

Rationale

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

Pine Rivers Special School expects that all students attend school on a regular basis to maximise the learning opportunities provided. Our attendance policy aims to support parents and students to attend school every day.

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. Pine Rivers Special 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

Student responsibilities:

- attend school every day unless there is a reasonable excuse for their absence.


Parent responsibilities:

- ensure their child of compulsory school age is enrolled at a state or non-state school, and attends their educational program every school day
- ensure their child in compulsory participation is participating full-time in an eligible option
- provide a reason for their child's absence as soon as possible after the absence.

Teachers' responsibilities

- monitor student absences
- discuss absences with parents where possible
- advise Principal of factors impacting on a student's attendance

Principal's Responsibilities

- inform parents of their [legal obligations](#) about enrolment and attendance
- implement strategies to manage student enrolment, absences, chronic absenteeism, school refusal and truancy using the [Guidelines to address chronic absenteeism, school refusal and truancy](#)  and the [Every Day Counts materials](#)
- take reasonable steps to follow-up unexplained absences as soon as possible, or ideally within three days of the absence
- continue to work with regions and other local resources to engage with the student and their family with the aim of returning the student to school
- follow appropriate processes for enforcing parental obligation in regard to:
 - [enrolment](#)
 - [attendance](#)
 - [compulsory participation](#).

Strategies

At Pine Rivers Special School we promote 100% attendance by:

- providing a safe and supportive school environment that promotes positive relationships and includes the implementation of programs which develop social and emotional skills, peer tutoring and mentoring, and anti-bullying strategies.
- maintaining communication with families to identify students at risk and to provide support to ensure that their child attends school every day.
- using community agencies and organisations to promote the reasons why students should be attending school.
- providing resources and links to external agencies for parents whose children are refusing to attend school regularly.

Responses to absences

At Pine Rivers Special School, we are committed to achieving the following targets in improving attendance:

- 100% attendance at school for all students.

When a student is absent without explanation for 3 days or a pattern of absences has been identified, the following actions will be undertaken:

- The class teacher notifies the Deputy Principal using the notification slips kept in the class roll
- The Deputy Principal will contact the family to discuss the attendance issue and record details in OneSchool.

At Pine Rivers Special School the consequences or impacts of unexplained or unauthorised absences might include the following:

- Referral to Student Support committee to identify further support that may be required.
- Formal notification advising parents of their legal responsibility to ensure that their child attends school.
- Encourage parents to participate in parenting skills training (e.g. organisational skills)

Reporting and monitoring attendance

At Pine Rivers Special 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:

- Contacting the office by phone to notify the school of the absence and explanation
- Sending a note to the class teacher when the child returns to school.

Some related resources

Every Day Counts

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

Departmental Policies:

SMS-PR-017: Enforcement of Compulsory Schooling and Compulsory Participation Phase

<http://education.qld.gov.au/strategic/eppr/students/smspr017/>

SMS-PR-029: Managing Student Absences

<http://education.qld.gov.au/strategic/eppr/students/smspr029/>

SMS-PR-036: Roll Marking in State Schools

<http://education.qld.gov.au/strategic/eppr/students/smspr036/>