



GABBINBAR STATE SCHOOL- Attendance Policy

Rationale

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

Gabbinbar State School expects that every child of compulsory school age who is enrolled attends every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse.

Gabbinbar's attendance policy aims to support parents to provide the best possible educational outcomes for their child and give them the best headstart possible for the future. **"EVERYDAY COUNTS!"**

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.

Gabbinbar 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:

- provide instruction which is tailored and suited for students level of achievement, thus producing success
- provide an environment where students' basic needs of love and belonging, freedom and choice, recognition and enjoyment are satisfied
- communicate clearly the expectations of the school in relation to school attendance either by newsletter, website, phone or mail
- support families where possible to improve the attendance of students
- monitor student daily attendance
- implement strategies to ensure compliance with government policies and procedures while improving regular attendance at school.

Student responsibilities:

- set a personal goal to attend school everyday
- ensure all resources needed for class are brought everyday
- seek help if situations at home or at school are interfering with being at school
- be on time and attend all classes in the day
- ensure that notes explaining absences are submitted.

Parent responsibilities:

- ensure their child of compulsory school age is enrolled at a state school, and attends their educational program every school day
- ensure their child has the resources they need for school each day
- set a high expectation of attendance
- provide a reason for their child's absence as soon as possible prior to or after the absence
- provide a doctors certificate for absences longer than three days where available
- understand that attending school takes priority over most other family activities (including holidays) during school time
- make every effort to book routine appointments for medical conditions after or before school or on vacations; e.g. (dentist, chiropractic). **GENUINE ILLNESS IS THE ONLY ACCEPTABLE REASON FOR ABSENCE FROM SCHOOL.**

Strategies

At Gabbinbar State School we promote 100% attendance by:

- providing learning episodes which have a clear focus, that meets students' needs and therefore enable every child to succeed thus improving self esteem
- ensuring that we provide a balanced curriculum
- goal setting with students
- monitoring attendance of students and communicating with parents to work together to improve attendance levels.

Responses to absences

At Gabbinbar State School we are committed to achieving the following targets in improving attendance by

- improving systems to identify, communicate and respond to absences.

When a student is absent without explanation for 3 days or a pattern of absences has been identified, Gabbinbar State School will take the following actions:

- Teachers to notify Deputy Principal on the third day a child is absent without explanation
- Deputy Principal contacts the parent by phone to find out the nature of the absence and to provide support where necessary to improve the attendance for students
- where phone contact is not available the Deputy Principal will send a letter home to ask for clarification about the nature of the absence and to provide support where necessary
- Deputy Principal is to run a OneSchool report on Friday of all unexplained absences for the week. Parents are to be sent a "Everyday Counts" postcard to remind them of the importance of attendance at school as well as to support them, where necessary, to improve attendance of their child
- continue to work with regions and other local organisations and resources to engage with the student and family with the aim of returning the student to school
- follow appropriate processes for enforcing parental obligation in regard to Enrolment, Attendance, Compulsory participation.

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

- **Supportive Letters to provide assistance to families so that students attend school**
- **Notice (Form 4 – Failure to attend (s.178(2)) letter sent home to parents**
- **Warning Notice (Form 5 – Failure to attend (s178(4)) – Initial mention of fines**
- **Template 6 – Failure to attend – General Briefing Note (GBN).**

Reporting and monitoring attendance

At Gabbinbar 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:

- contact the school via phone, email or informal conversation to inform us of such situations.

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***](#)