

## Rationale

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs. Cairns State High School expects that every student will attend school every day of the school year unless prevented by reasonable circumstances from doing so. Cairns State High School attendance policy aims to maximise participation in learning programs by all students.

## Expectations of students

At Cairns State High School we expect;

- That every student will attend every day of school throughout the year. Research clearly shows that students' who attend very regularly achieve much better results across the long term;
- That if coming to school late, they sign in at student services. They must present a note/email/phone/sms call from a parent/guardian explaining lateness. Persistent lateness will be referred to the Deputy Principal and home.
- That student's remain at school the entire day and only depart through the student services after approvals have been given by parents/ guardians and sighted and approved by school administration.
- That student's ensure their parents/ guardians provide them with a note, email, SMS or phone call explaining absences
- That student's will actively and promptly follow up with their teachers after all absences to ensure they have all the required work to continue successfully in their classes.

## Expectations of parents and carers

At Cairns State High School we expect that parents/carers;

- Actively support the school in ensuring their children attend school every day of the year;
- Provide a note, email, SMS or phone the office if their children are late for school;
- Provide a note or phone call prior to any planned early departure from school and remind their children that they still must report to the student services office before their departure;
- Inform the school of all absences as soon as possible (preferably on the day of the absence), by note, email, SMS or phone call;
- Give forewarning of known future absences, in particular long term absences;
- Actively and promptly instruct their children to follow up with their teachers after all absences to ensure they have all the required work to continue successfully in their classes. This can be done by email to the teachers;
- Make informed decisions about appropriate absences from school, remembering that every absence requires the student to organise catch-up work; and
- Support follow up actions by the Deputy Principal to address repeated lateness to school, truancy from class or unauthorised absence.

## Expectations of School:

At Cairns State High School we expect that;

- All staff mark rolls diligently and accurately in every lesson/ activity they are responsible for throughout a normal school day or during a camp/ excursion. This is done through the physical marking of rolls and electronically through school purchased attendance program ID attend;



- Form rolls are returned to the office promptly at the end of this session each day by form teachers, to ensure student attendance can be recorded in our system promptly and parents can be notified of unexplained absences, by email or SMS each day;
- Class absences for every lesson are recorded and reported electronically through ID attend;
- Contact is made with parents/carers by classroom teachers if a pattern of absence is noted in a particular class/subject; or that classroom teachers provide student services and/or school administrators information on any patterns of absence to be followed up;
- Contact is made daily by the student services staff of any unexplained absence to parents/carers either by SMS for nominated students;
- Reported truancy from school to parents/carers immediately;
- Proactive & supportive strategies are employed with students who demonstrate an unwillingness to attend school. These students are case managed individually in an effort to find strategies that will improve the individual's attendance.

## Strategies

At Cairns State High School we promote 100% attendance by:

- Promoting a positive and supportive school environment through the School Responsible Behaviour and Wellbeing Plan;
- Ensuring consistent follow up of absences with parents/caregivers;
- Working with students and families to reduce absenteeism;
- Individual Case management of serious cases of student absenteeism.

## Responses to absences

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

- Improve the school's overall attendance to 95%.
- Reduce the number of students in each year level with an attendance level of less than 85% to zero.
- When a student with a pattern of absences has been identified, Cairns State High School will take the following actions:
  - Student services staff (or class teacher) will notify the Deputy Principal;
  - Deputy Principal will contact parents, verify reason for absence and record in One School
- Year level administrator will monitor for ongoing student attendance patterns;
- Attendance Officer to ensure records are accurate, monitor long-term issues and identify processes which would support improved attendance including case managing a number of students.
- Student services office will produce weekly updated reports to track student attendance.

At Cairns State High School the consequences or impacts of unexplained or unjustified absences may include:

- Lunchtime and afterschool detentions
- Referral to Guidance Officer and/or outside agencies
- Meeting with parents/guardians
- Development of an Individual Attendance Plan for students
- Formal processes as per Education Queensland policy up to and including referral by the Director General for prosecution under the Education (General Provisions) Act. Compulsory Schooling process/requirements.

## Reporting and monitoring attendance

At Cairns State High School reports of absence or truanting are taken seriously. Parents, members of community and school staff may report an absence in the following ways:

- Telephone to the student services office ( ph#40503066);
- Email to the student services office ([studentabsences@cairnsshs.eq.edu.au](mailto:studentabsences@cairnsshs.eq.edu.au));



- Signed/dated note sent with the student; and
- In person to the student services office.

## Websites

- Every Day Counts  
<http://education.qld.gov.au/everydaycounts/index.html>
- Headspace  
<https://headspace.org.au>
- How can I get my teenager to go to school?  
<http://education.qld.gov.au/everydaycounts/docs/get-teenager-to-school.pdf>

## Department of Education Policies

- 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/Pages/Roll-Marking-in-State-Schools.aspx>
- Supporting students' mental health and wellbeing  
<http://ppr.det.qld.gov.au/education/learning/Pages/Supporting-Students'-Mental-Health-and-Wellbeing.aspx>
- Flexible Arrangements for School Students  
<http://ppr.det.qld.gov.au/education/management/Pages/Flexible-Arrangements-for-School-Students.aspx>
- Exemptions from compulsory schooling and compulsory participation  
<http://ppr.det.qld.gov.au/education/management/Pages/Exemptions-from-Compulsory-Schooling-and-Compulsory-Participation.aspx>
- Management of contagious conditions  
<http://ppr.det.qld.gov.au/education/community/Procedure%20Attachments/Management%20of%20Prescribed%20Contagious%20Conditions/management-of-contagious-conditions-procedure.pdf>
- Safe, supportive and disciplined school environment  
<http://ppr.det.qld.gov.au/education/learning/Procedure%20Attachments/Safe,%20Supportive%20and%20Disciplined%20School%20Environment/safe-supportive-disciplined-school-environment.pdf>

## Cairns State High Policy

- Cairns State High School Responsible Behaviour Plan  
<https://cairnsshs.eq.edu.au/Ourschool/Rulesandpolicies/Pages/Rulesandpolicies.aspx>

*Last reviewed 10/09/2018*

*C Zilm*

*Executive Principal*

