



CAIRNS STATE HIGH SCHOOL

Attendance Policy

'Every Student – Every Day'

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 should present a note/email/phone/sms call from a parent/guardian explaining lateness. Persistent lateness will lead to consequences and contact with 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

At Cairns State High School we expect;

- That parents/guardians actively support the school in ensuring their children attend school every day of the year.

- That parents/ guardians provide a note, email, SMS or phone the office if their children are late for school.
- That parents/ guardians 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.
- That parents/ guardians inform the school of all absences as soon as possible (preferably on the day of the absence), by note, email, SMS or phone call.
- That parents/ guardians give forewarning of known future absences, in particular long term absences.
- That parents/ guardians will 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.
- That parents/ guardians make informed decisions about appropriate absences from school, remembering that every absence requires the student to organise catch-up work. Parents/Guardians decision to match the school's aim for all students to attend 95% or greater(miss no more than one day per month across the year).
- That parents/ guardians support the school in applying after school detentions (with appropriate notice) or other consequences for students who truant during any school day.

Expectations of School:

At Cairns State High School we expect;

- That all staff will 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.
- That 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.
- That class absences for every lesson are recorded and reported electronically through ID attend.
- That contact is made with parents/ guardians 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.
- That contact is made daily by the student services staff of any unexplained absence to parents/guardians either through email, SMS or phone messages for nominated students.

- That students' who are found to be truant for any part of a school day, are reported to parents/ guardians immediately by the school administration with appropriate consequences established.
- That contact is made on a weekly basis through email or phone calls to parents/ guardians of any unexplained or unusual absences during the preceding week.
- That pro-active & 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 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:

- 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%.

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 Year level administrator
- Year level administrator will contact parents, verify reason for absence and record in One School
- Year level administrator will monitor for ongoing student absences
- Head of Social Justice and 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 might include the following:

- Lunchtime and afterschool detentions

- Referral to Year level coordinator
- Referral to Guidance Officer and/or outside agencies
- Meeting with parents/guardians
- Case management to develop 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)
- Signed/dated note sent with the student
- In person to the student services office

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/epr/students/smspr017/>

SMS-PR-029: Managing Student Absences
<http://education.qld.gov.au/strategic/epr/students/smspr029/>

SMS-PR-036: Roll Marking in State Schools
<http://education.qld.gov.au/strategic/epr/students/smspr036/>

Cairns State High Policies

Cairns State High School Responsible Behaviour Plan

<http://cairnsshs.eq.edu.au/wcms/images/remository/cairnssstatehighschoolresponsiblebehaviourplanoct2011.pdf>

Cairns State High School Attendance Strategies

Cairns State High School

Attendance Strategies

1. RATIONALE

Regular attendance of students to classes is an expectation of Education Queensland and our School Community. It is a legal requirement that we keep accurate, up to date and regular rolls for our classes so that students may be tracked at all times and that we all do our utmost to ensure students are attending all timetabled classes and activities. The accountabilities and responsibility for this not only rests with the students and their parents but with each and every member of our School Community. As such, a policy has been developed that allows for procedures to be put in place, which will involve various groups across the school. The responsibilities listed below and the relevant consequences or expected actions are no different to what would be expected in terms of any other form of undesirable behaviour, which requires behaviour management in our school.

2. RESPONSIBILITIES

Form Teachers

Teachers help students establish a routine of regular, independent study by:

1. Each week on a Monday form teachers will receive an absence report and a late to school report in the form rolls. Teachers should hand cut up and hand out absence details to students.
2. Form teachers use the absence report to follow up with students who have no provided an explanation for their absence. Form teachers should remind they must bring a note the next day or get their parents to contact the student absence line on 40503066 or email: studentabsences@cairnsshs.eq.edu.au.

Form teachers to remind students where ever possible parental contact should be made with school to explain student absence by 9am on the morning of absence.

3. Form teachers use the late report to follow up with students who have not provided an explanation for their lateness. Form teachers should remind they must bring a note the next day or get their parents to contact the student absence line on 40503066 or email: studentabsences@cairnsshs.eq.edu.au.

Form teachers to remind students where ever possible parental contact should be made with school to explain student lateness on arrival at school (face to face contact, note, phone call etc)

Consequences issued by Form Teachers for full day unexplained absences/lates:

- Form teacher warns student, reminds students to bring note or contact student services. Any info to be passed onto student services.
- Form teachers should also refer to admin/year cos directly if they feel a pattern is developing.

Class Teachers

1. Each week classroom teachers will receive by email a student attendance report for each day of the previous week. These reports show students by year level who appear as unexplained absent for one or more period (but not a full day). There is a report for each day of the week, teachers must make sure they check all 5 reports. This report will only be emailed and we encourage teachers not to print it out to save paper, however if required print out only the pages your require.

2. Classroom Teachers should immediately begin reviewing the list. Teachers need to simply scan the reports for the names of any students in their classes and the check if the student was absent or present on the day in question. Initially check the report for any clear errors and contacting students services by email to inform them of mistakes.
studentabsences@cairnsshs.eq.edu.au.

3. Classroom Teachers to approach every student on the list to ask for explanations for their absence, and to then provide as much information as possible to student services.

(a) If a student explains they were absent all day, but have not yet informed the school, teachers should remind they must bring a note to their form teacher the next day or get their parents to contact the student absence line on 40503066 or email:
studentabsences@cairnsshs.eq.edu.au.

However this would mean multiple teachers have made errors that day. Teachers to notify student services of this information by email.

(b) If a student provides an unacceptable reason (meaning they are potential truants), teachers should take the following actions.

Consequences Issued by Class Teachers for truancy:

- First occurrence: Teacher refers student to Year Co-ordinator and informs student services by email. Year Co-ordinator allocates supervised detention(eg. in a room or allocate to staff on playground duty), Year Coordinator makes parental contact.
- 2nd Occurrence: HOD referral. After school detentions and parental contact.

- 3rd Occurrence: Admin referral: Possible suspension or after school detentions and parental contact.

NB: All detentions and communications with parents need to be logged on One School. Classroom teachers do not need to make One School entries.

Year Coordinators

1. Year Co-ordinators to check the late list each week (Monday each week) and follow up with any students who display more than one late in the week.
2. Year Co-ordinators to check the truancy list each week (Monday each week) and follow up with any students who display more than one truant period in the week.
3. Year Co-ordinators to provide support to form teachers on late students.
4. Year Co-ordinator to provide support to classroom teachers on truant students.

Consequences Issued by Class Teachers for truancy:

- First occurrence: Teacher refers student to Year Co-ordinator and informs student services by email. Year Co-ordinator allocates supervised detention(eg. in a room or allocate to staff on playground duty), Year Coordinator makes parental contact.
- 2nd Occurrence: HOD referral. After school detentions and parental contact.
- 3rd Occurrence: Admin referral: Possible suspension or after school detentions and parental contact.

Heads of Department

1. HODS to check the list each week (Monday) and remind teachers to follow up on their truancy issues.
2. HODs to provide support to teachers on truant students.

Consequences Issued by Class Teachers for truancy:

- First occurrence: Teacher refers student to Year Co, Year Co supervised detention, parental contact.
- 2nd Occurrence: HOD referral. After school detentions and parental contact.
- 3rd Occurrence: Admin referral: Possible suspension or after school detentions and parental contact.

Administrators

1. Administrators to create lists of chronic truants and these students will be automatically referred to administrators by student services, teachers, Year Co-ordinators and HODS. – Flag these students on ID Attend for alerts.

2. Administrators to provide support to teachers, Year Co-ordinators, HODs for truants and lates, through after schools, suspensions and parental contact.
3. Full day truants/lates information comes to admin from student services, admin to give after school detentions and then suspensions. To also work with support staff in assisting chronic truants.

Student Services

1. Student services will enter all form roll information each day.
2. Email, SMS message sent in bulk to all parents/guardians of any student who is absent from school up to and including 10.00am each morning. These are all students who are marked absent during form class and have not signed in late with a legitimate reason prior to 10.00am each morning. Pre-authorized absences will not be included in this process. This email/SMS to include any unexplained lates.
3. Student services will enter information provided by parents through phone calls/notes etc.
4. Student services will follow up on full day student absences with phone calls and emails to parents. Any full day absences that prove to be truant will be forwarded onto admin.
5. Student services will refer students to admin if they see a pattern developing (Chronic Truants – Alert List on IDATTEND)
6. Students services will email teachers absence list each Monday morning tea.
7. Student services to update ID attend/SIMS/Oneschool when teachers email them with information regarding student absences and lateness.
8. Student services to assist teachers with any other information they require to make judgements.

Students

1. It is a student's responsibility to be on time and attend all classes.
2. It is student's responsibility to provide the school with notes to explain their absences and lateness. This includes absences for peninsula sport.

Parents & Caregivers

1. It is a parent and caregiver's responsibility to provide the school with notes/phone calls/emails to explain their student's absences and lateness. Parent and caregivers to contact the student absence line on 40503066 or email: studentabsences@cairnsshs.eq.edu.au.
2. It is the parent and caregiver's to make sure students arrive at school on time and attends every day (except when the student has an acceptable reason for his/her absence).