



Redcliffe Special School Student Attendance Procedure

Rationale

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

Redcliffe 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. Redcliffe 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

Authorised Officers in Schools (Principals, Deputy Principals, and Head of Campus):

- inform parents of their legal obligations about enrolment and attendance
- implement strategies to manage student enrolment, absences, chronic absenteeism, school refusal and truancy, [five step approach to attendance](#) and the [Every Day Counts materials](#)
- 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
- notify parents of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents to respond prior to the end of the school day)

- continue to follow up unexplained absences as practicable with parents
- continue to work with regional office staff 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:
 - [attendance](#)
 - [compulsory participation](#)

Strategies

At Redcliffe 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 Redcliffe 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:

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

When a student is absent for 5 days or a pattern of absences has been identified, the following actions will be undertaken:

- Deputy Principal will contact the family to discuss the attendance issue and invite the family to school to discuss attendance and strategies that may support student and family.

When a student is absent for 10 days without explanation or a pattern of absences has been identified, the following actions will be undertaken:

Redcliffe Special School will follow the Managing student absences and enforcing enrolment and attendance at state schools procedure.

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

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

Reporting and monitoring attendance

At Redcliffe 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

Supporting documents

- [Every day Counts](#)
- [The five step approach](#)
- [Roll marking in state schools](#)
- [Managing student absences and enforcing enrolment and attendance at state schools](#)
- [Addressing school absenteeism](#)

For teachers

- Table 1 – Absence codes for full or part day absence
- Table 2 – Absence reason codes for reasonable and unreasonable excuses
- Flowchart for recording attendance