



Marsden State High School Attendance Policy

Attendance Goal: 92-100%

Rationale

At Marsden State High School (MSHS) our mission is to deliver superior opportunities based on a culture of high expectations. One of those expectations is that students attend school a minimum of 92% of the time in order to access all opportunities available to them and so that as a community we can achieve our vision to ‘Dare to Inspire. Make a Difference.’

The daily operations of MSHS include the reinforcement of the requirement for regular attendance by all students. All stakeholders in the school play a part in ensuring this occurs. To assist in keeping students safe, parents and school personnel should be aware of the location of students throughout the school day. Furthermore, by utilising consistent attendance processes, students can be monitored to ensure that they are at school when they are expected to be, giving them the best chance to achieve good academic outcomes.

When a student misses...	That equals.....	Which is.....	Over 13 years of schooling...
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly half a year
20 minutes per day	1 hour 40 mins per week	Over 2.5 weeks per year	Nearly 1 year
Half an hour per day	Half a day per week	4 weeks per year	Nearly 1 and a half years
1 hour per day	1 day per week	8 weeks per year	Over 2 and a half years

Purpose of this policy

Research shows that a low level of school attendance is associated with poor academic achievement, early school exit, obtaining fewer qualifications, subsequent unemployment and a lower level of health/life expectancy. A student’s poor attendance is a critical indicator or symptom of disengagement from school, which in turn leads directly to some adverse outcomes. It can be asserted that low attendance at school, particularly with a high number of unexplained or unauthorised absences, is a readily observable warning flag for potential future adverse outcomes. High levels of school attendance has been linked to higher academic achievement and less disciplinary actions (Performance Insights: School Attendance, DETE, 2013)

This policy is aimed at the early identification of attendance issues and the subsequent investigation and action to increase school attendance and therefore improve student outcomes through the modelling of our school values of pride, passion and persistence.

Roll Marking Procedures (Connect class)

The marking of the **Connect roll** is a very important responsibility. Connect class occurs every morning. On designated days, there will be a Year Level Assembly, which is coordinated by the Year Level Head of Department (YL HOD). Rolls are marked on these days by Connect teachers at assembly. The days that Year Level Assemblies occur are usually:

- **Monday - Year 7 (X Block) and Year 12 (Sports Centre)**
- **Tuesday – Year 9 (X Block) and Year 11 (Sports Centre)**
- **Wednesday - Year 8 (X Block) and Year 10 (Sports Centre)**

ID Attend Process

Marsden State High School's key attendance monitoring program is ID attend. This system records all student attendance and absences and is used to record when students are late to class, receive a late detention or have a uniform infringement. Information from this program is used to create the attendance "Traffic Lights" which are published fortnightly for students to track their own attendance.

Daily School Absentee List

Marsden State High School is committed to closely monitoring student attendance as a matter of routine. Each day attendance is monitored and a process of notifying parents is in place. If you receive notification of your child being absent and you believe it to be an error, please contact the school as soon as possible.

Explaining Absences

All students must provide notification from a parent/guardian when they are absent from school. Please note that for students of compulsory school age, school staff have a duty of care to establish the reasons for absence from school. For students of post-compulsory age, school staff have a responsibility to seek reasons for absences from school, although the responsibility for providing the information rests firmly on the students and parents. An absence can be explained by a parent/guardian in the following ways:

- A note (see below)
- A phone call during office hours.
- A message left on absentee hotline 32990555 and press 0 or 3299 0593
- Doctors' Certificates are acceptable notes provided that they cover the total period of absence
- An entry on Qparents
- Email the absence reason - parents@marsdenshs.eq.edu.au

Any absence 10 days or over requires an exemption from compulsory schooling form to be completed. If a student is to attend a non-school representative sport, dance or cultural event, a non-attendance notification form must be completed, signed by a parent and Deputy Principal and preferably submitted before the date of absence. These forms can be accessed on the School website or by contacting the School Attendance Officer (Maree Kancelarczyk) on 3299 0593.

Receipt of Notes

Notes to explain absence can be submitted-

- Via the submission box near the student foyer
- To student foyer staff
- To the connect teacher

Reasons for absences:

Acceptable Reasons:

- Serious illness or medical conditions (the majority of these conditions should be accompanied by a medical certificate)
- Representative activities including sport, academic and cultural
- Serious family emergencies (these should be rare)

Non-Acceptable Reasons:

- Holidays outside school holiday periods
- Non-essential activities (e.g. shopping trips, parties, functions during the school day)
- Medical appointments that can be scheduled outside of school hours
- * If you are unsure, contact the school on 32990555

Students Arriving Late At School- Applies after 8.35am

- Student signs in with Student Foyer staff
- Student proceeds to class
- Students produces sign in slip to teacher
- Students arriving late to school with no parent/guardian provided reason, will be issued with a litter duty detention to be completed that day.
- Students are to have their litter duty signed off by a play-ground duty teacher and they are to drop their signed litter duty slip into the box at I-block for the YEOs to check.
- If the student fails to complete their litter duty, they will be issued a lunchtime detention for the next day (Seniors – Lunch 1, Juniors – Lunch 2.) This detention will be completed in the Planning Room. Notices of detention will be issued to the students by the YEOs.
- Failure to comply with YEO directions to complete detention will result in a referral to the YL HOD.

Persistent Lateness to School

- YEOs will monitor the number of times students are late to school.
- If a student is late to school five times in a term, a YEO will contact parents/guardians to explain the School concerns regarding attendance and provide notification that if the student is late a sixth time, a monitoring sheet will be issued.
- If a student is late after parent contact is made, a monitoring sheet will be issued by the YEO.
- If a student is non-compliant on the monitoring sheet, the YEO will refer this to the YL HOD.
- If a student is persistently late at this point, a parent meeting will be arranged with the YL HOD.
- Persistent lateness after this, taking into account support and intervention already offered by the School, will be further actioned at the Year Level HODs discretion.
- Non-compliance at any stage of this process will result in a referral to YL HOD and possible student disciplinary action.

Strategies

At MSHS our positive engagement strategies aim to promote 100% attendance by:

- Engaging students through a quality curriculum designed to meet their individuals needs
- Providing a supportive and positive environment through learning together where students are rewarded for their high attendance at school through:
 - Connect Class celebrations
 - Certificates of appreciation
 - Recognition at whole-school and year level assemblies
- Educating parents and the community through contact, Facebook, newsletters, articles in the local paper and invitations to come into the school to celebrate student success. The school also provides support and counselling for parents/guardians struggling to get their students to school.
- Employing a dedicated Attendance Officer, Youth Engagement Officers and a team of Year Level Heads of Department to analyse data and develop strategies toward improved outcomes
- Setting whole-school achievable targets and engaging the school community in meeting those targets
- Utilising a systematic monitoring and actions process with clearly defined roles, responsibilities and timelines informed by data and linked to a strong action/review.

Staff Key Attendance Duties

Ensuring students are accounted for and safe is a key priority at MSHS. Many staff are involved in the recording and tracking of attendance and behaviour at MSHS. The staff include but are not limited to: The Principal, Deputy Principals, Year level Head of Departments, Youth Engagement Officers, Youth Support Coordinators, Guidance Officers, School Based Nurse and Attendance Officer. These staff all contribute to effective monitoring of attendance at MSHS and this is actioned through collaboration with parents, and the wider community which is necessary to achieve high attendance rates for students.

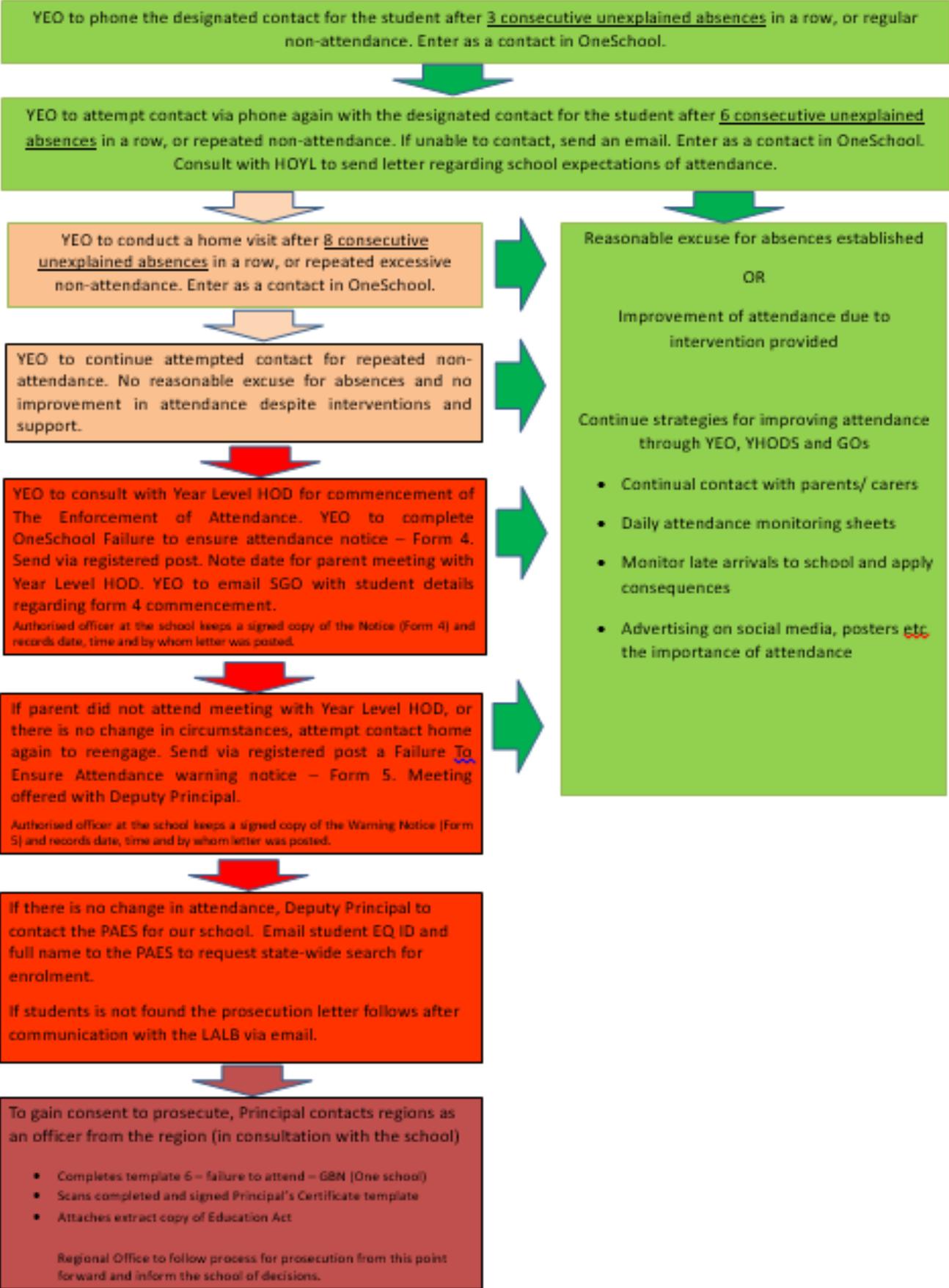
Staff at MSHS:

- are committed to promoting the key messages of **Every Day Counts**
- believe all children should be enrolled at school and attend school all day, every school day
- monitor, communicate and implement strategies to improve regular school attendance
- believe truancing can place a student in unsafe situations and impact on their future employability and life choices
- believe attendance at school is the responsibility of everyone in the community.

See table below for specific key processes and staff responsible:

PROCESS	OCCURRENCE	RESPONSIBLE OFFICER
- Discuss Connect class traffic lights with students. - Encourage students to have all absences explained by a parent / guardian.	Weekly.	Connect Teacher
-Mark ID Attend roll accurately within the first 15 minutes of each class. -Follow up student absence from class where required.	Every class.	Classroom Teacher
WHOLE SCHOOL TRAFFIC LIGHTS - Whole school student attendance data (including lates) is generated and sorted into zones: Green – 92% (and above) Yellow – 85% to 92% Red - <85%	Fortnightly. To be issued on a Monday in weeks 2, 4, 6, 8, 10 of each term	Youth Engagement Officer
CONNECT CLASS TRAFFIC LIGHTS – Traffic lights are issued as above, specific to connect classes. Connect class traffic lights are placed in Connect class folders for discussion within Connect classes	Weekly. To be issued on a Monday each week.	Youth Engagement Officer
LATE TO SCHOOL REPORT	Weekly – Friday	Youth Engagement Officer
CONTINUOUS ABSENCES A report for 3 or more days	Daily.	Youth Engagement Officer
TRUANCY -Absence from Connect class report -and ATR classes (Year 11/12) - -Community patrols	Daily –Connect Wed/Thurs - ATR	Youth Engagement Officers
SENIOR SCHOOLING EVENTS (E.g. Academic Coaching, Set Planning)	On a needs basis	Youth Engagement Officer
UNEXPLAINED ABSENCE REPORT	Week 8	Youth Engagement Officer
ATTENDANCE MEETINGS / CASE MANAGEMENT	Weekly	Youth Engagement Officer Year Level HODs
INTERVENTION PROGRAMS	Termly	Year Level HODs Youth Support Officers
STUDENT WELLBEING (E.g. home visits, parent / student interviews)	On a needs basis	Youth Engagement Officers Youth Support Officers Guidance Officers
CELEBRATING SUCCESS	Termly	Year Level HODs

Enforcement of Compulsory School Attendance



The following are resources for further information regarding school attendance:
<http://education.qld.gov.au/everydaycounts/docs/parent-fact-sheet.pdf>
<http://education.qld.gov.au/everydaycounts/brochures.html>
<http://education.qld.gov.au/everydaycounts/posters.html>
<http://education.qld.gov.au/everydaycounts/resources.html>