



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.'

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

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

The marking of the roll in each session every day is a very important responsibility as it informs the school where students are, and which students are not arriving to school and to class on time.

Every Monday morning in session one, students will attend their Marsden Makos Mentoring (or MMM) class. During Monday morning's MMM time on designated weeks, there will be a Year Level Assembly, which is coordinated by the Year Level Head of Department (YL HOD). The rolls are marked on these days by MMM teachers at the assembly.

ID Attend Process

Marsden State High School's key attendance program is ID Attend. Staff record all student attendance and absences, late to class or uniform infringements. Information from this program is used to create the attendance 'Traffic Lights' which staff use to engage with students about 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, this includes emails and phone calls. 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.

A parent/guardian can explain an absence in the following ways:

- A note submitted to the Student Foyer
- A phone call during office hours.
- A message left on absentee hotline 3299 0555 and press 0 or 3299 0593
- Doctor's Certificates are acceptable notes provided that they cover the total period of absence
- An entry on Qparents
- Email the absence reason - attendance@marsdenshs.eq.edu.au.

Further information for parents and carers is available at: [Education Queensland Attendance](#)

Any absence 10 days or more due to medical reasons requires an exemption from compulsory schooling form to be completed, this form is available at the student foyer, the main office or at this link: [Exemption form](#)

If a student is to attend a non-school representative sport, dance or cultural event the school must be notified before the date of absence by contacting the School Attendance Officer on 3299 0593 or via email to attendance@marsdenshs.eq.edu.au

Acceptable Reasons
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• 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 8.40am

- Student signs in with Student Foyer staff
- Student proceeds to class with sign in slip

Persistent Lateness to School

- Year Level HOD's monitor the number of times students are late to school.
- If a student is regularly late to school, a Year Level HOD will contact parents/ guardians to explain the school concerns regarding attendance and provide notification that if the student continues to be late, a monitoring sheet may be issued.
- If student lateness continues, support staff may be contacted to liaise with the student and parents to assist the family with the issues.

Further information is available at: [Every Day Counts](#)

Strategies

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

- Engaging students through a quality curriculum designed to meet their individual needs
- Providing a supportive and positive environment through learning together where students are rewarded for their high attendance at school through:
 - MMM Class celebrations
 - Certificates of appreciation
 - Recognition at whole- school and year level assemblies
- Educating parents and the community through 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 action 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 schoolday
- 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 to specific key processes and staff responsible:

PROCESSES	OCCURRENCE	RESPONSIBLE OFFICER
<ul style="list-style-type: none"> - Discuss traffic lights with students. - Encourage students to have all absences explained by a parent / guardian. 	Fortnightly	MMM Teacher
ROLL MARKING -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 3,5,7 and 9 of each term	Senior Schooling/ VET Administration Officer
LATE TO SCHOOL REPORT	Fortnightly- Wednesday	Youth Engagement Officer/ Year Level Head of Department
CONTINUOUS ABSENCES A report for 3 or more days	Daily	Attendance Officer
TRUANCY -Inconsistencies report -Community patrols	Daily Mon/Wed/Thu	Youth Engagement Officers
ATTENDANCE MEETINGS / CASE MANAGEMENT	Weekly	Year Level Head of Department
INTERVENTION PROGRAMS	Termly	Youth Support Co-ordinators
STUDENT WELLBEING (E.g. home visits, parent / student interviews)	On a needs basis	Youth Support Officers
RE-ENGAGEMENT	On a needs basis	Life Coaches Year Level HOD
CELEBRATING SUCCESS	Annually	Year Level HOD

Enforcement of Compulsory School Attendance

Student absent from school for 4 or more non-consecutive days.

Attendance Officers, after 4 or more non-consecutive days absent per week, are to contact guardian via phone call in regards to reason for absences. If absence is persistent and recurring, a medical certificate or appropriate documentation is required from the guardian. If unable to contact guardian via phone call, an optional email can be sent to the guardian. All contacts to be recorded in OneSchool with appropriate referrals.

YEO to phone the designated contact for the student after 6 consecutive unexplained absences or regular non-attendance-more than 6 days per fortnight without medical justification. If unable to contact, send an email. Enter contact in OneSchool with FYI to YHOD. Consult with YHOD to send letter outlining expectations of attendance— Soft Letter (JNR) or Warning of Stage 1 (SNR).

YSC to conduct a home visit after 8 consecutive unexplained absences or regular non-attendance-more than 8 days per fortnight if:

- a) Parents are uncontactable or have not responded to communication.
- b) No improvement can be seen

Enter contact in OneSchool with FYI to YHOD. Consult with YHOD to create Support Provision in OneSchool. Establish Support Provision Manager.

If no improvement of attendance after home and Support Provisions YEO to consult with YHOD to commence Enforcement of Attendance.

- JNR: YEO to complete OneSchool Failure To Ensure Attendance Notice-Form 4. Send by Registered Post. YHOD to conduct meeting.
- SNR: YEO to consult YHOD to complete Stage 1 Cancellation of Enrolment Support Provision Manager to continue daily contact home and record on OneSchool.

If no improvement of attendance, no change in circumstance, parent did not attend meeting with YHOD:

- JNR: YEO to complete OneSchool Failure To Ensure Attendance Warning Notice -Form 5. Send by Registered Post. DP to conduct meeting.
- SNR: YEO to consult YHOD to complete Stage 2 Cancellation of Enrolment Support Provision Manager to continue daily contact home and record on OneSchool.

If no improvement of attendance, no change in circumstance or parent did not attend meeting with DP:

- DP to contact the PAES—email Student EQ ID and full name to PAES for state wide search of enrolment.
- If no enrolment found, prosecution letter follows after communication with the LALB via email.

Support Provision Manager to continue daily contact home and record on OneSchool.

If no improvement of attendance, no change in circumstance, parent did not attend meeting with DP and no alternate enrolment found Principal:

- To contact Region to gain consent to prosecute.
- Completes Template 6 Failure to Attend, on OneSchool.
- Scan completed and signed copy of Principals Certificate template, attach copy of Education Act.

Regional Office to follow process for Prosecution from this point forward and inform school of decision.

Satisfactory explanation of absences established
Or
Improvement of Attendance

Continued Attendance Improvement Strategies:

- Contact with parent
- Daily Attendance monitoring
- Late Arrival monitoring with consequences
- Advertising on Social Media and Promotion of attendance expectations

Support Provision Options

- Daily Attendance Monitoring
- Daily YSC Support
- YHOD Parent Meeting
- Timetable change
- Flexible Arrangement
- GO Referral
- External re-engagement referral
- External Support referral

Support Provision Manager

YHOD: Social, Curriculum or Medical basis for non-attendance.

YSC/GO: Emotional, Family or Complex medical basis for non attendance.

YEO: School refusal