



COLLINSVILLE STATE HIGH SCHOOL



ATTENDANCE POLICY

Rationale

The Education Act (2006) requires that students of compulsory school age attend school until the completion of year 10 or until they turn 16 years of age, whichever comes first. Students are then required to participate in the Compulsory Participation Phase in education or training either:

- for two years beyond Year 10 or after turning 16; or
- until they have gained a Senior Certificate; or
- until they have gained a Certificate III; or
- until they have turned 17.

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

Collinsville SHS expects all students to attend school each and every day. Collinsville SHS's attendance policy aims to:

- develop a positive school culture;
- identify absences quickly;
- follow-up promptly; and
- send clear messages to students and parents that attendance is vital.

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.

Collinsville SHS:

- is committed to promoting the key messages of Every Day Counts;
- believes all children should be enrolled at school and attend school all day, each and 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; and
- believes attendance at school is the responsibility of everyone in the community.

Responsibilities

School responsibilities:

- Develop a positive school culture through 'Positive Behaviour for Learning' (PB4L) and the school values of 'Commitment, Responsibility, Respect and Safety'.
- Communicate high expectations of attendance to students, parents/careers, staff and the wider community.
- Monitor individual, year level and whole school attendance patterns.
- Follow-up on absences with students and parents/carers.
- Provide support strategies to assist students in monitoring and improving their attendance.



COLLINSVILLE STATE HIGH SCHOOL



Student responsibilities:

- Attend school each and every day. This includes attending all sports days and the last day of term.
- Arrive to school on time each and every day.
- Provide an explanation from their parent/carer for any late arrival, early departure or absence.
- Complete an 'Attendance Passport' in weeks four, seven and ten of every term.

Parent/Carer responsibilities:

- Support and encourage their child to attend school each and every day.
- Ensure their child arrives to school on time each and every day.
- Provide an explanation for any late arrival, early departure or absence for their child.
- Report any concerns regarding their child's attendance to school staff.

Strategies

At Collinsville SHS we promote 100% attendance by:

- completion of attendance passports in weeks four, seven and ten of every term;
- rewarding of outstanding attendance through 'Positive Behaviour for Learning' initiatives;
- ensuring consistent follow-up with students and parents/carers; and
- providing support strategies to assist students in monitoring and improving their attendance.

Attendance Targets

At Collinsville SHS, we are committed to achieving the following attendance targets.

Attendance Rates	0% to <85%	85% to <90%	90 % to <95%	95%to 100%
Attendance Targets for Collinsville SHS	15	10	30	45

Responses to absences

Collinsville SHS take the following actions in response to student attendance:

	Administration Officer	Engagement Officer	Classroom Teacher	Principal
Positive Behaviour for Learning	Collate attendance data for 'Attendance Passports' in weeks 4, 7 and 10.		Complete 'Attendance Passports' in weeks 4, 7 and 10.	
Absences	Establish reason for student absence.		Mark roll identifying student absence.	



COLLINSVILLE STATE HIGH SCHOOL



Less than 85% attendance	Send unexplained absence notes home with students in week 4, 7 and 9. Follow up the return of unexplained absence notes.	Conduct 'Attendance Support Meeting' with identified students each week.	Phone home to discuss progress in curriculum area.	Identify students for 'Attendance Support Meeting' each week. Follow up the return of unexplained absence notes. Send 'Less than 85% Attendance' Letters home in the mail in weeks 4, 7 and 9. Implement Enforcement of Attendance process (years 7 to 10). Implement Cancellation of Enrolment process (years 11 to 12).
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Reporting and monitoring attendance

At Collinsville SHS reports of student absence are taken seriously. Parent/carers, members of the community and school staff may report absence, late arrival, early departure and truancy in the following ways:

- telephone/email to the school office; or
- signed/dated note from the parent/carer sent to school with the student; or
- in person to the office.

Some related resources

Every Day Counts

<http://education.qld.gov.au/everydaycounts/index.html>

Departmental Policies and Procedures

[Managing Student Absences and Enforcing Enrolment and Attendance at State Schools](#)

[Roll Marking in State Schools](#)