ATTENDANCE POLICY

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs. Wheatlands State School expects that every student will attend school every day of the school year unless prevented by reasonable circumstances from doing so. Wheatlands State School attendance policy aims to maximise participation in learning programs by all students. It is important that students, staff and parents/carers have a shared understanding of the importance of attending school.

Wheatlands State 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 truantaing 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.

At Wheatlands State School we promote 100% attendance by:
• Promoting a positive and supportive school environment
• Ensuring consistent follow up of absences with parents/caregivers
• Working with students and families to reduce absenteeism.

At Wheatlands State School, we are committed to improving attendance:
• Reduce the number of students with an attendance rate of less 85% to zero in each year level.
• Improve the school’s overall attendance to 97%.

When a student is absent without explanation for 3 days or a pattern of absences has been identified, Wheatlands will take the following actions:
• Office staff (or class teacher) will notify the Principal
• Principal will contact parents, verify reason for absence and have it noted on the roll.
• Principal will monitor for ongoing student absences

At Wheatlands State School the consequences or impacts of unexplained or unauthorised absences might include the following:
• Referral to Guidance Officer and/or outside agencies
• Meeting with parents/guardians
• Developing 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.

Additionally students with more than 3 unexplained absences will not be able to participate in Rewards Day Activities.
Responsibilities of Staff
At Wheatlands State School we expect;
• That all staff will mark rolls diligently and accurately every morning and afternoon or activity) that they are responsible for throughout a normal school day or during a camp/ excursion.
• That rolls are returned to the office each Friday by class teachers, to ensure student attendance can be recorded in our system promptly and parents can be notified of unexplained absences.
• That class absences are recorded and reported either through paper modes
• That contact is made with parents/ guardians by principal within 3 days for unexplained absences if the student has returned with no explanation.
• That contact is made with parents/ guardians by administration if a pattern of absence is noted or a student is absent for three consecutive days with no contact made by parents/guardians.
• 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 pro-active & supportive strategies are employed with students who demonstrate an unwillingness to attend school.

Responsibilities of Parents and Guardians
At Wheatlands State School we expect;
• That parents/guardians actively support the school in ensuring their child(ren) attend school every day of the year.
• That parents/ guardians provide communication to the office if their child(ren) are late for school.
• That parents/ guardians provide notification prior to any planned early departure from school.
• That parents/ guardians inform the school of all absences via note, email, phone call or in person as soon as possible (preferably on the day of the absence)
• That parents/ guardians give forewarning of known future absences.
• That parents/ guardians will actively and promptly instruct their child(ren) to follow up with their teachers after all absences to ensure they have all the required work to continue successfully.
• That parents/ guardians make informed decisions about appropriate absences from school, remembering that every absence requires the student to organise catch-up work.
• That parents/ guardians support the school in applying consequences for students who truant.

Responsibilities of Students
At Wheatlands State School we expect;
• That every student will attend every day of school throughout the year.
• That if coming to school late, they sign in at the office. They should present a note from a parent/ guardian explaining lateness. Persistent lateness will lead to contact with home.
• That students remain at school the entire day and only depart prior to the end of the school day through the office with a parent/ guardian who sign them out and with approval by school administration.
• That students ensure their parents/ guardians provide them with a note or phone call explaining absences
• That students 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.

At Wheatlands reports of absence or truanting are taken seriously. Parents, members of community and school staff may report an absence in the following ways:
• Telephone /email to the school office ( admin@Wheatlandsss.eq.edu.au )
• Signed/dated note sent with the student
• In person to the office or class teacher

Every Day Counts
Departmental Policies
SMS-PR-017: Enforcement of Compulsory Schooling and Compulsory Participation Phase
http://education.qld.gov.au/strategic/eppr/students/smspr017/

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

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