

Managing student attendance policy

Inspiring Great Minds



Queensland Academy
for Science Mathematics
and Technology





1. Rationale

Queensland Academy for Science, Mathematics and Technology is an Independent Public School for highly capable students in Years 7 to 12. Our focus is on helping students reach their full academic potential. We continually challenge every student to reach their potential by setting high academic goals and expectations. The Academy is committed to providing a safe and supportive learning environment for all students, which addresses their educational needs.

The Academy expects students to be in fulltime attendance at school every day during the school year and that punctuality and reliability is fostered. Consistent attendance at school is a significant factor in achieving better academic and social outcomes. New concepts and skills are taught and reinforced each day by the teachers. If students miss the introduction or the reinforcement of these concepts and skills, they are likely to have gaps in their learning.

2. School community beliefs about the importance of attending school

It is important that students, staff and parents/guardians have a shared understanding of the importance of attending school. The Academy

- 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 truancing 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.

3. Responsibilities

3.1 Students

- attend school each day unless there is an acceptable reason for an absence
- be aware that roll marking occurs in every lesson and Instep and ensure they arrive to class promptly to facilitate accurate roll marking by teachers
- make every day count in their learning.
- **late arrival**- report to Attendance Officer before going to class.
- **early departure**- report to Attendance Officer before leaving school grounds.

3.2 Parents (or guardians)

- ensure their child arrives at school on time every day
- ensure their child attends school every school day
- minimise disruption to their child's school day so their child has the best opportunity to learn
- **planned absences** - contact the school prior to the absence by applying to the Principal EAtoPrincipal@qasmt.eq.edu.au for approval.
- **unplanned absence**- provide an explanation (by phoning the absence line or in writing or email StudentAbsence@qasmt.eq.edu.au, each time their child is absent from school, this may take the form of:
 - a medical certificate
 - a written explanation note containing the student's name, dates and reasons for absence

- a verbal explanation to the school through either a phone call or email (for two or less days of absence)
- any other form of communication agreed by the Principal
- ensure their child follows the school's recommended processes and procedures for late arrival and early departure
- notify the school if their child will be late using the school's recommended communication processes, this may take the form of:
 - accompanying the child to the school
 - phoning the school
 - providing the child with assigned and dated note.

3.3 School

- assign roll marking responsibilities to appropriate staff
- assign data entry of student attendances and absences to appropriate officers
- ensure that roll markers and data entry officers understand and carry out their responsibilities
- ensure casual and relieving teachers are provided with rolls for relevant classes
- ensure that roll data is uploaded to OneSchool weekly from Daymap
- ensure specific procedures for the Day 8 enrolment collection, as provided to schools at the beginning of each year, are strictly followed
- develop and document a school communication process for parents/guardians to use when notifying the school of their child's absence and make this publicly available through the school's website, newsletters and enrolment package
- communicate processes and procedures for 'late arrival' and 'early departure' to parents/guardians and the school community through the school's website and newsletters
- establish a process for keeping written records of conversations with parents/guardians regarding student absences
- determine whether explanations provided for student absences are reasonable, or not, and ensure that correct codes are used
- implement truancy procedures outlined in [Managing Student Absences and Enforcing Enrolment and Attendance in State Schools](#) and local by-laws where appropriate.
- establish & implement processes to monitor student attendance, these processes include lateness to school, full and part day absences and attendance at scheduled classes
- follow up unexplained absences or unauthorised absences for which an unsatisfactory reason is given, satisfactory reasons for absences can be found in Section 5, Table 2 of this document
- notify the parent/guardian if the reason given for the absence is unexplained or unauthorised, unless the student is an adult or living independently, in which case notify the student.

3.4 Teachers

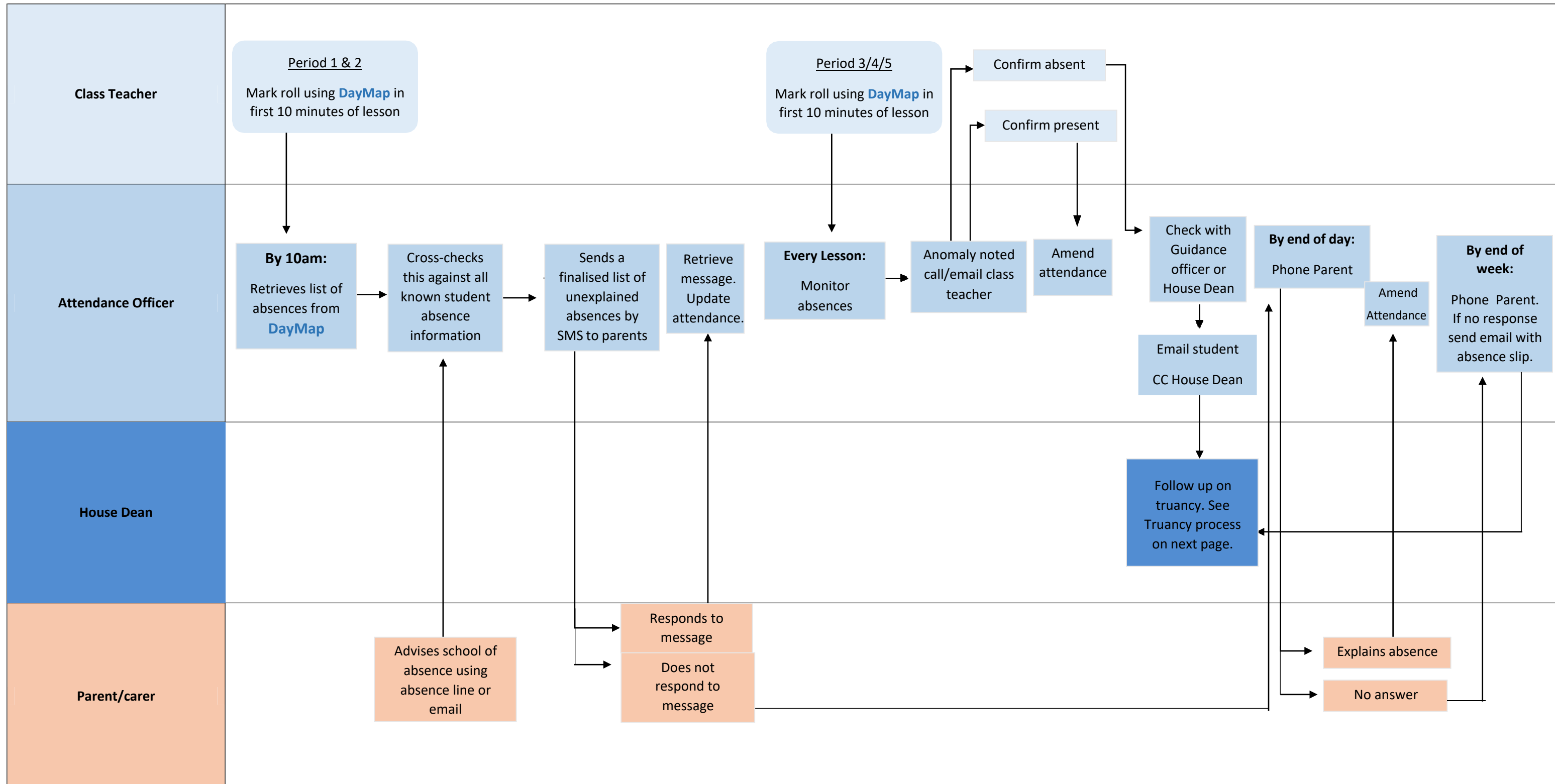
- keep attendance records and monitor attendance and absenteeism of enrolled students
- ensure roll marking is accurate and recognise that rolls are legal documents and can be subpoenaed for court purposes
- use Daymap to mark rolls every lesson and during Instep within the first 10 minutes, if Daymap is not working take a 'paper roll' and use Daymap at a later time to mark the roll, if there is an ongoing issue with Daymap the administration should be notified as soon as possible all absences should be emailed to the attendance officer



- **never record a student as being present unless they have physically seen them, do not rely on the word of others as this may compromise your duty of care requirements**
- notify the rolls attendance officer when a student is going to be absent from a lesson due to an alternative school activity, the timetabled teacher should also be notified as a matter of courtesy
- ensure late students are marked present on the roll, late students should be dealt with as a behaviour management issue if they do not have a late slip, if the student has arrived to school late they must be directed to sign in with the attendance officer and be issued with a late slip
- alert the House Dean when a student's absence is unexplained or when concerned that the explanation may be unsatisfactory
- refer a student to the House Dean if concerned that welfare issues may be impacting on attendance.

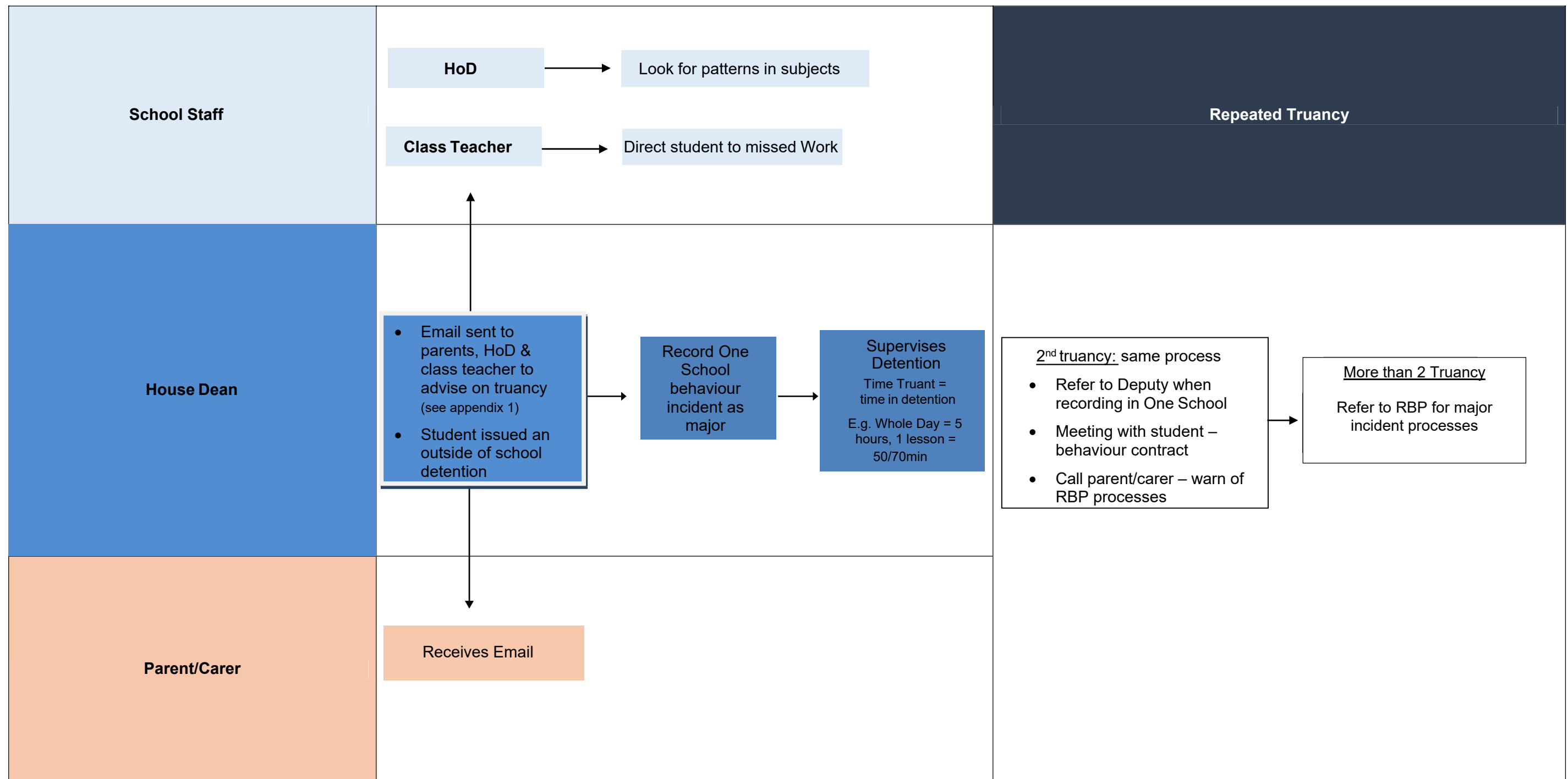
4. Roll Marking and monitoring attendance

Same day student absence notification



TRUANCY

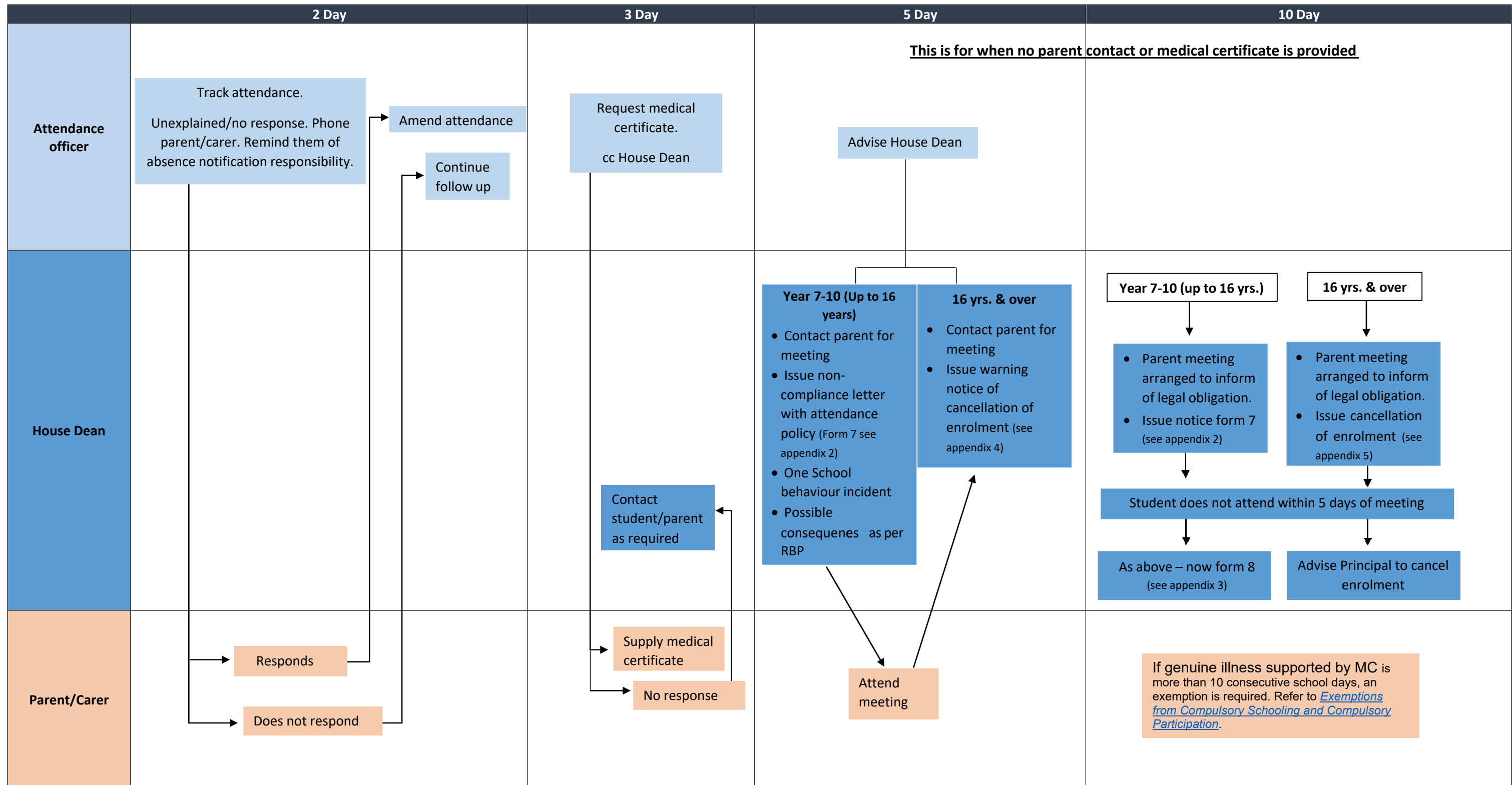
Please see process flowchart below



ⁱ **Truancy:** Truancy that is deliberate and becomes a pattern will result in consequences as per the flow chart. Truancy that is stand-alone behaviour requires a behaviour response which includes catch up on work during detention time. Failure to attend is deliberate and requires consequences aligned with non-compliance.

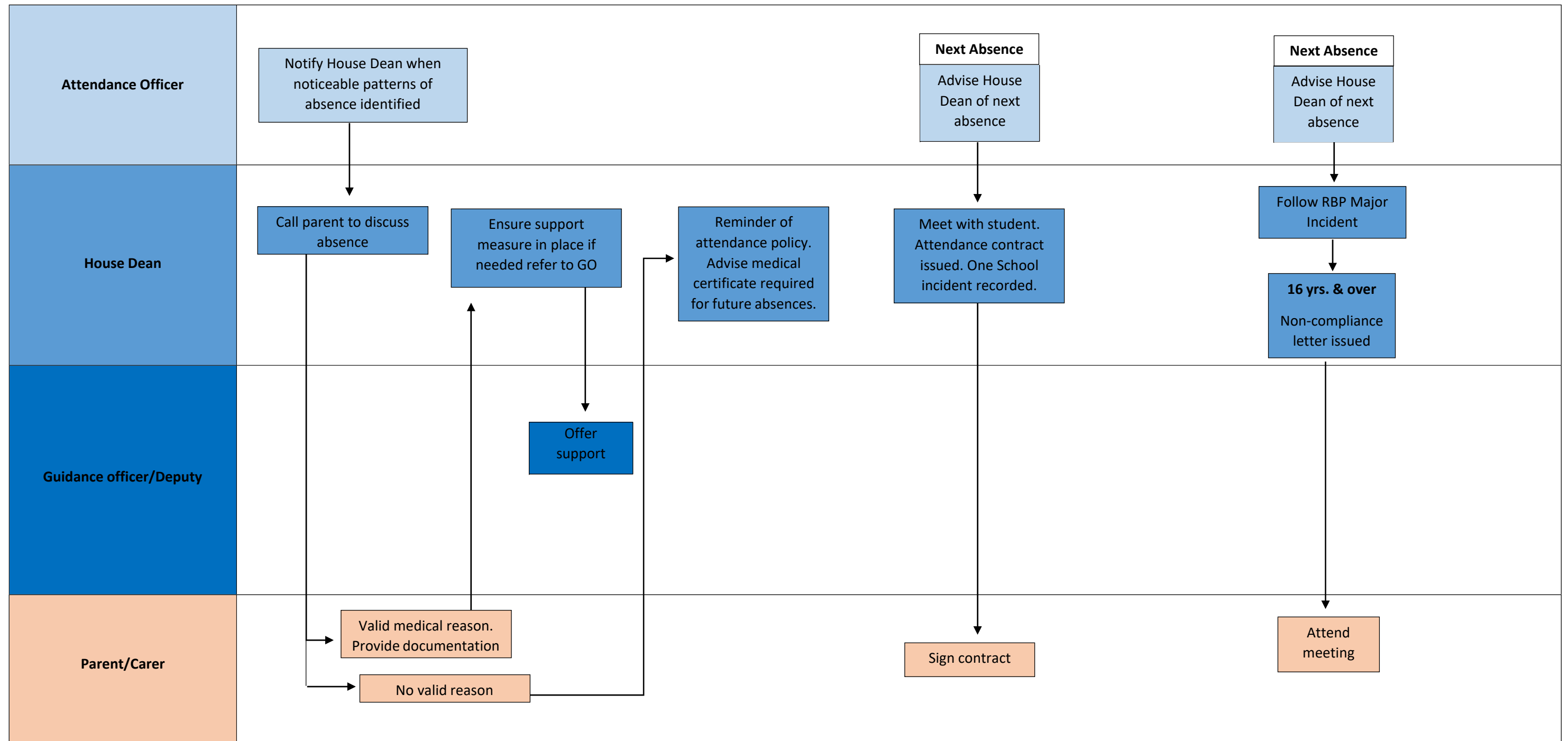
Non-Compliance includes not limited to: **a)** Non participation in program **b)** Deliberate absence on special calendar days/events **c)** Early holidays or holidays throughout the term with non-approval **d)** Non completion of work – detentions

PROLONGED ABSENCE



PATTERNS OF ABSENCE

such as attendance below 90%, same day absence each week/fortnight



Patterns of Absence and Lateness will be tracked in conjunction with each other and may incur consequences as outlined in "Prolonged Absence" or "Late to school" as detailed above and at the discretion of the school administration.

LATE TO SCHOOL



		PATTERNS within the term		PATTERNS	
Attendance Officer	Issue no penalty late slip	<p>Each Friday</p> <p>Provide cumulative lates report to House Dean and Deputy.</p> <p>Throughout the term</p> <p>3rd explained late - AO sends generated letter, One school contact & cc HD (see appendix 6)</p> <p>5th explained late – AO sends generated warning letter, One School contact & cc HD (see appendix 6)</p> <p>6th explained late – advise House Dean</p> <p>1st unexplained late – AO sends generated letter, One School contact & cc HD (see appendix 7)</p> <p>2nd unexplained – AO sends generated warning letter, One School contact & cc HD (see appendix 7 – detention warning)</p> <p>3rd unexplained – Advise House Dean</p>		<p>Tracked by H already rece</p>	
		<p>6th explained/3rd unexplained: Contact parent/carer Oneschool behaviour incident recorded Friday afternoon reflection (30min)</p> <p>7th explained/4th unexplained: Call a parent/carer meeting. Oneschool and Detention.</p>		<p>Valid parent explanation by Parent/Guardian</p>	
House Dean		<p>8th explained/5th Unexplained: Major RBP incident/ issue formal warning of</p> <p>Yr 7-10: non-participation</p>		<p>No Valid Explanation</p>	

4.1 Absence codes

Table 1 – Absence codes for full or part day absence

Type of Absence	Code	Explanatory notes
Entire day	A	Student was absent entire day.
Early (No Penalty)	E	Student left early, but within the final 2 hours of scheduled schooling. This will not count as an afternoon/half day absence. If the student left earlier than 2 hours prior to the end of the scheduled school day, this will count as an afternoon/half day absence (see “P” code).
Late (No Penalty)	L	Student arrived late, but within 2 hours of scheduled schooling. This will not count as a morning/half day absence. If the student arrived after the first 2 hours of the scheduled school day, this will count as a morning/half day absence (see “M” code).
Morning	M	Student was absent for the morning. This will count as a half-day absence.
Afternoon	P	Student was absent during the afternoon. This will count as a half-day absence.

Table 2 – Absence reason codes for reasonable excuse

Reason why student is not physically present at school	Code	Explanatory notes	Counted as an absence*
School activity	A	Student is participating in an authorised school activity for school purposes. May include participation in school choirs, youth parliament, or community service, or attendance at a hospital school. Refer to the Guidelines.	No
Attendance not required	B	Student was not required to attend school on this day as it is not included in his/her educational program, or for a student with charge-related reasons the student has enrolled in a School of Distance Education or engaged in an educational program. This code also applies if the student is in a youth detention centre.	No
Excursion	C	Student is participating in an excursion which occurs outside the school grounds and is conducted, organised and/or approved by the school. Excursions could include part-day, full-day or multi-day class visits to venues outside the school or school camps.	No