

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 behavior 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.

Late to School

It is the responsibility of the parent/carer to advise the school if the student will be late. Parents/carers are able to explain absences by:

- contacting the Academy Absence Line on (07) 3377 9360
- writing a note and having it delivered to Student Services by their student
- sending an email to Student Absences.

If parents/carers do not contact the school then the student will be issued with an unexplained late and this may result in a consequence.

We understand that there are times when it is unavoidable that a student may be late however, it is unacceptable to have a pattern of lateness to school. Patterns of lateness are monitored and students are issued with a Friday afternoon detention after five explained lates or two unexplained lates. If a student continues to have patterns of lateness after this consequence has been issued then this behavior will be dealt under the guidelines of the Responsible Behavior Plan.