

Coomabah State School Attendance Policy



Rationale

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

Coomabah State School expects all students to be at school learning all day, every school day. Our attendance policy aims to ensure all students are given the best opportunity to learn by outlining the responsibilities of the school, parents and students in managing attendance issues.

Parent and Student Responsibilities	School Responsibilities	
	Class Teacher	Administration
<ul style="list-style-type: none"> It is a legal requirement that children of school age attend school. Ensure students arrive before 8:45 am every day Students arriving after 9am are to report to Administration to collect a late slip. Avoid students leaving early – If needed, parents report to Administration to sign the student out and collect him/her. Parent to notify the school by 9am if their child is absent by: absence line (24hr): 5501 3860 school phone: 5501 3888 Q-Parents: via your access Email: absentee@coombabahss.eq.edu.au Notify the Principal in writing if your child is going to be absent for 10 or more consecutive school days and complete a school exemption form. Access support if needed to maximise attendance. Respond to text messaging, letters and phone calls in a timely manner Attend meetings if requested 	<ul style="list-style-type: none"> Mark rolls daily by 9:15am and 2pm every day – paper rolls for replacement teachers Mark rolls for excursions and camps and provide to Admin as soon as is practicable Make contact with parents if there have been 3 or more consecutive days of unexplained absence. Record contact in OneSchool and refer to DP. Make contact with parents and administration if students have an unusual pattern of absence. Record contact in OneSchool and refer to DP. Students only exited from class when contacted by Administration Distribute unexplained absence letters to identified students and return to Administration Recognise and celebrate high attendance. 	<ul style="list-style-type: none"> Absence line and night messages cleared by Admin staff and entered into OneSchool daily By 10am each day, a text message is sent to parents to all students with unexplained absences for that day – enter responses Generate paper rolls for replacement teachers each day and enter data into OneSchool Enter rolls for camps and excursions into OneSchool Generate unexplained absence letters fortnightly through OneSchool DP to manage students with attendance < 85% or those who have regular patterns of absence DP to monitor attendance trends at mid and end term points. Provide support to families to encourage attendance – Guidance Officer, School Chaplain, Breakfast Club and referral to external agencies if required Recognise consistent high attendance through certificates and rewards
<p>Unusual patterns of absence may include: Regular absence on the same day/s each week, more than 3 days without explanation, repeated long absences, frequent lateness of arrival/ early departure, regular unexplained absences, less than 85% attendance</p>		

Coomabah State School promotes 100% attendance by:

- Developing a school attendance policy which is communicated to families through the school website
- Fulfilling the responsibilities of the school to maximise attendance
- Rewarding high attendance with:
 - Certificates for classes with 100% attendance days presented on assembly for Yrs P-6
 - Monthly “most improved” class rewards for Yrs P-3 and Yrs 4-6
 - Termly rewards for the class with the highest attendance for Yrs P-3 and Yrs 4-6
 - Students with > 95% term attendance are placed into a draw for a reward
 - In addition, students with > 98% term attendance receive a certificate
 - Students with 99-100% attendance for the term receive a certificate and badge on assembly

Coomabah State School responds to ongoing attendance concerns by:

