STUDENT GUIDE:
ATTENDANCE POLICY

VERSION 3
Attendance Policy

Rationale

Woree State High School recognises that, for students to achieve high quality results, they must attend every class, every school day including sporting days and special events up to and including the last day of school.

Each parent/guardian/carer of a child who is of compulsory school age must ensure that the child is enrolled and attends school on every school day for the education program in which the child is enrolled unless the parent has a reasonable excuse. A parent of a young person in the compulsory participation phase must ensure the young person is participating in full-time in an eligible option, unless the parent has a reasonable excuse.

Attendance at school is expected to be regular and punctual. The school day commences at 8.45am.

Frequent absence from school will not only affect students’ academic progress, but also could adversely affect their ability to obtain and hold down employment. If consistent attendance habits have not been developed.

Purpose

The purpose of this document is to define the procedures for the Woree State High School community regarding student attendance.

Relevance to Related Legislation and Department of Education Policy

LEGISLATION

- Education (General Provisions) Act 2006
- Education (General Provisions) Regulation 2006

RELEVANT POLICY

- SMS-PR-021: Statement of expectations for a disciplined school environment policy
- Safe, Supportive and Disciplined School Environment
- Every Student Succeeding — State Schools Strategy 2018–2022 (PDF, 408KB)
- https://education.qld.gov.au

- Managing Student Absences and Enforcing Enrolment and Attendance in State Schools
- Roll Marking in State Schools
- Exemptions from Compulsory Schooling and Compulsory Participation
- Flexible Arrangements for School Students
“It is our mission to ensure that EVERY STUDENT is attending EVERY LESSON, of EVERY SCHOOL DAY”— Bruce Houghton, Principal.

The following are some examples of reasons that are not reasonable excuses for lateness or absences:

- The student or parents slept in
- Caught a late bus or other transport to school
- Was completing an assignment at home
- Had friends or relatives visiting
- General ‘family matters’
- Medical or dental appointments without supporting documents
- Other appointments*
- Sleeping over at another place the night before school
- On holiday or vacation during the school term*
- Escorting siblings to school or class*
- Attending sporting events not endorsed by the school*
- Attending an event not endorsed by the school*
- Keeping a student away from school due to an alleged incident that occurred at the school
- The student is refusing to come to school

[Note - *Without the Principal’s prior approval]

At Woree State High School, the following reasons are considered reasonable excuses for lateness or absences:

- Illness (more than 2 consecutive days requires a medical certificate)
- Medical appointment(s) with supporting documentation
- Medical emergency in the family
- Death in the family
- Suspension initiated by the school
- Family holidays*
- Specific “family matters”*
- Attending an event endorsed by the school or with the prior approval of the Principal

[Note - *With the Principal’s prior approval]

Note: Even if a student presents a signed note to the school citing any of the above reasons, the student will still be recorded as having an ‘unauthorised late/absence’

What Can You Do To Help?
You can help the school meet its goal of 100% attendance by:
- Ensuring your child is at school by **8:45am** every morning
- Don’t schedule appointments during school hours
- Make sure your child is getting sufficient sleep the night before school
- Help your child understand the importance of being at school every day.

REPORT YOUR CHILD’S ABSENCE BY:
Calling the school on 4081 5260
Email: absences@woreeshs.eq.edu.au

Did you know?
- In Queensland, 9 out of 10 students go to school EVERY day.
- Missing just 1 day from school every fortnight, your child will miss out on more than a year of learning over 12 years of school.
- It is THE LAW for your child to be at school all day, EVERY DAY of the school year.
Operation of the Policy

LEGAL EXPECTATION OF ATTENDANCE

1. Under the law, “Each parent of a child of compulsory school age (i.e. under 16 years old) must – ensure the child is enrolled at a … school; and ensure the child attends…school, on every school day…unless the parent has a reasonable excuse [Education (General Provisions) Act 2006. Chapter 9 Compulsory schooling. Part 1 Compulsory schooling requirement. Division 1 Parents obligations. Section 176 Obligation of each parent. Subsection (1)]

2. Under the law a “reasonable excuse” for a parent not ensuring their child is enrolled and attending school is:
   a. the child is living with another parent who ensures the child is attending school
   b. the “parent is not reasonable able to control the child’s behaviour to the extent necessary to” ensure the child is attending school

PRINCIPAL AUTHORISED LEAVE

The Principal authorises the following reasons for a student not attending a school day:
- Illness (more than 2 consecutive days requires a medical certificate)
- Medical appointment(s) with supporting documentation
- Medical emergency in the family
- Death in the family
- Suspension initiated by the school
- Family holidays with prior approval from the Principal
- Specific “family matters” with prior approval from the Principal
- Attending an event endorsed by the school or with the prior approval of the Principal.

Absences are recorded in one of the two following government categories on OneSchool
1. Explained – reason has been provided
2. Unexplained – no reason given

WHEN A STUDENT IS NOT ATTENDING “EVERY SCHOOL DAY”

Section 178 of the Education Act states if a child who is of compulsory age is not enrolled or not attending the school on every school day, the Principal may give the parent a written notice of the parents obligations to send their child to school every day (according to s.176). The Principal may also meet with the parent to discuss their obligation.

If the Principal has taken reasonable steps to meet with the parent to discuss the student’s absence and a meeting doesn’t eventuate, the Principal may issue a warning notice. (s.178 (4))

If the parent has met with the Principal or has been issued with a warning notice and the child is still not attending every school day, the Principal may proceed with issuing an offence against the parent. (s.179)

<table>
<thead>
<tr>
<th>DOES ATTENDANCE REALLY MATTER?</th>
<th>1 or 2 days a week does not seem much but………………</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day(s) per week</td>
<td>Days per year</td>
</tr>
<tr>
<td>½</td>
<td>20</td>
</tr>
<tr>
<td>1</td>
<td>40</td>
</tr>
<tr>
<td>2</td>
<td>80</td>
</tr>
<tr>
<td>3</td>
<td>120</td>
</tr>
</tbody>
</table>
If you want your child to be successful at school, then **YES**, attendance does matter!

### How about 10 minutes late a day? Surely that won't affect my child?

<table>
<thead>
<tr>
<th>S/He is only missing just …</th>
<th>That equals …</th>
<th>Which is …</th>
<th>And over 13 years of schooling that’s …</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 minutes per day</td>
<td>50 minutes per week</td>
<td>Near 1 ½ weeks per year</td>
<td>Nearly ½ year</td>
</tr>
<tr>
<td>20 minutes per day</td>
<td>1 hour 40 minutes per week</td>
<td>Over 2 ½ weeks per year</td>
<td>Nearly 1 year</td>
</tr>
<tr>
<td>30 minutes per day</td>
<td>½ day per week</td>
<td>4 weeks per year</td>
<td>Nearly 1 ½ years</td>
</tr>
<tr>
<td>1 hour per day</td>
<td>1 day per week</td>
<td>8 weeks per year</td>
<td>Over 2 ½ years</td>
</tr>
</tbody>
</table>

### ACKNOWLEDGING ATTENDANCE

Each week - on year level parades the **Year 7-12 Student Support Services Officer** will acknowledge each form class attendance rate

Once a term - the **Head of Junior School (Years 7-9)** or **Head of Senior School (Years 10-12)** will acknowledge the overall school attendance targets in the Woree HIGHLIGHTS.

At the end of each semester - students who have achieved the attendance target of 90% or better are rewarded with a Positive Certificate generated from OneSchool and a Positive on OneSchool.

- **The Deputy Principal Student Services** will present the Positive Certificates on Year Level parades.

Semester Report Cards - indicates the student's individual attendance rate for that semester.

P&C Association Sponsorship - Semester One - a student with 95% attendance will go into a draw for a gift voucher to the value of $50.00. There is one prize per year level

- Semester Two - a student with 95% attendance will go into a draw for a gift voucher to the value of $50.00. There is one prize per year level for Years 7-11. The Year 12 prize is one (1) Formal Ticket

- **The Deputy Principal Student Services** will announce the students who receive this award at Full School Parade

### ATTENDANCE AT SPECIAL EVENTS or SPORTING EVENTS

It is an expectation that all students will attend sports days or special event days as normal. These events are considered as valuable as regular teaching and learning days as they offer the chance for staff, students and community to build school spirit, give school leaders a chance to lead tasks, develop an opportunity to volunteer for students and adults alike, as well as develop respectful relationships which are all valuable life skills.

If students are not directly involved in the sports or special event on offer they may still be offered the opportunity to attend regular timetable classes or participate in other activities organized by the school.

More details regarding the organization and arrangements for particular events is offered to students via

- Morning notices
- Full School and Year Level Parades
- School Website
- School Newsletter
- Rigg Street sign

Most sporting and cultural opportunities will target students who are particularly interested in trialing for further representative teams and may be offered on a nomination basis only. These events will not impact the whole school and will be attended only by those students who have nominated prior to the event and have been successful with their form **Application to Represent the School (CERF)**. The Organising Staff member will assist and explain the process to the student.

### STUDENT RESPONSIBILITIES

Z:\3_CULTURE THAT PROMOTES LEARNING\3e. Student Support Services System\STUDENT GUIDES_Policy
Documents\Attendance\VERSION 3_Attendance\POLICY_V3_Attendance.docx
A student who has been at a legitimate activity that has made them late to a class should ask the supervisor ie Sports Coach, Student Support Services Team member, etc of the activity to complete their Student School Planner page which indicates the:

- date
- time departed
- purpose
- teacher signature
- time returned

Student who are late between classes or after breaks (without an acceptable reason) will be asked by their class teacher to go to the Student Attendance Officer who will:

- give a 2nd Lunch or After School detention slip to the student
- provide the student with a Late Slip and the student will then promptly return to their class.

When a student is required to sign out from school early for any reason, Parents/Carers are required to supply information to document the absence and must contact the school via:

1. A written note in the student’s Student School Planner
2. An email to the absence@woreeshs.eq.edu.au
3. A phone call to the Student Absence Line (40815 260) where a message has been left this information will already be recorded on OneSchool.

If leaving during a class time, the student

- is required to show the note from their Parents/Carers to the class teacher at the start of the lesson.
- is then required to take the note to the Student Attendance Officer and complete the signing out process.
- will be issued with an authorized absence pass.

NOTE: Parents/Carers are asked to collect their student rather than a student leaving the school grounds without a responsible adult.

Upon return to school, after an unexplained absence, the student supplies a note of explanation to the Student Attendance Officer located in the Administration Building.

Parents/Carers must contact the school via:

1. An email to the absence@woreeshs.eq.edu.au
2. A phone call to the Student Absence Line (40815 260) where a message has been left this information will already be recorded on OneSchool.

PARENT/CARER RESPONSIBILITIES

When a student is absent from school for any reason

Parents/Carers must contact the school via:

1. A written note in the student’s Student School Planner
2. An email to the absence@woreeshs.eq.edu.au
3. A phone call to the Student Absence Line (40815 260) where a message has been left this information will already be recorded on OneSchool.

If the extended absence is unplanned, please make contact with the school as soon as you are able. If the absence is

- 10 or more days, the Parents/Carers are required to submit the Application for Exemption form for less than one school year
- greater than one school year or more, exemption is submitted to the Regional Director. The parents/Carers is required to provide supporting documentation.

Parents/Carers must:
• contact the Head of Department Junior School (Years 7-9) or Head of Department Senior School (Years 10-12) at least 2 weeks in advance to inform the school of any planned extended absences involving your student. An Extended Student Absence Notification form will be provided to the student so as to obtain work from each individual class teacher.

• indicate the reason for the absence and discuss any assessment and learning needs your student may have whilst they are absent.

The student will be asked to make contact with Head of Department Junior School (Years 7-9) or Head of Department Senior School (Years 10-12) to obtain and be advised how to complete an Application for Exemption form

**FORM TEACHER RESPONSIBILITIES**

**Form class roll**

1. Accurately mark form roll in ID Attend
   NOTE: if ID Attend not available - submit paper copy to Student Absentee Officer by 9.05 am.
2. Read student notices [OnePortal teamsite]
3. Out of uniform - send student [regardless if the student has a parent/carer note] to Student Absentee Officer to receive ‘uniform violation note’

**Student absences**

1. One (1) full day absence - must follow up with student for each absence to clarify reason for absence.
2. Ask student to provide a note from parent/carer to explain and forward this information to the Student Absentee Officer
3. Three of last 5 days absent –as above

**Student Monitoring**

1. Conference with student regarding issues such as absenteeism, emotional support and equipment
2. Report concerns to Year 7-12 Student Support Services Officer (SSSO)

**CLASS TEACHER RESPONSIBILITIES**

**Class Roll**

1. Accurately mark all class rolls within the first 10 minutes of class
   a. in ID Attend OR
   b. on paper and send roll to Student Absentee Officer by student runner
2. If ID Attend is unavailable keep paper roll and update ID Attend ASAP

**Late to class**

(Refer to Student Responsibilities)

If there is a valid reason for being late, the student is to present you with a note from responsible staff member (use page in student’s Student School Planner). Allow the student to enter the class.

If NO valid reason, send the student to the Student Absentee Officer for late note.
   a. Student will be issued an appropriate detention by Student Absentee Officer
   b. Ensure student is then marked present on roll upon their return to class with late slip.
   c. Teacher is to follow up with appropriate consequences ie student makes up time, phone call home for repeated offenders and record contact on OneSchool

**Late to school**

If a student presents to your lesson and does not have a ‘Late Slip to school” and ID Attend shows them as ‘absent’
Send student without a signed in slip to Student Absentee Officer to sign into school
DO NOT mark student ‘present’ on ID Attend

**VARIATION TO SCHOOL ROUTINE – if students are out of scheduled classes**

Change of classroom

Use Classroom Change sign on door for change of timetabled room
Excursion/camp/event

1. Ensure class list for event is entered onto OneSchool > Excursions > Camps
2. Email Student Absentee Officer to advise of the details of the excursion
3. Mark the ‘excursion roll’ before leaving school grounds
4. Send a marked excursion roll prior to leaving the school grounds to the Student Absentee Officer
5. If ID Attend is unavailable paper roll is given to Student Absentee Officer immediately prior to the commencement of the event/excursion

Student Monitoring

1. Manage student truancy as per FLOWCHART
2. Conference with student where required
3. Refer to Head Of Department Curriculum for chronic truancy in your class
4. Liaise with SEP regarding SWD – read all student plans on OneSchool

DAILY RELIEF STAFF RESPONSIBILITIES

Form Class Roll

1. Mark paper roll and return to Student Absentee Officer by 9:05 am
2. Out of uniform - send student [regardless if the student has a parent/carer note] to Student Absentee Officer to receive ‘uniform violation note’

Class Roll

1. Mark one copy of class roll and return to Student Absentee Officer [within the first 10 minutes]
2. Return relief slips with feedback to class teachers’ desk or pigeonhole at end of day

Late to class

If there is a valid reason for being late, the student is to present you with a note from responsible staff member (use page in student’s Student School Planner). Allow the student to enter the class.

If NO valid reason, send the student to the Student Absentee Officer for late note.
   a. Student will be issued an appropriate detention by Student Absentee Officer
   b. Ensure student is them marked present on roll upon their return to class with late slip.
   c. Teacher is to follow up with appropriate consequences ie student makes up time, phone call home and record contact on OneSchool

Late to school

If a student presents to your lesson and does not have a ‘Late Slip to school” and ID Attend shows them as ’absent’ Send student without a signed in slip to Student Absentee Officer to sign into school

HEAD OF DEPARTMENT – CURRICULUM & HEAD OF SPECIAL EDUCATION SERVICES RESPONSIBILITIES

Class Roll

1. Follow up on staff not marking class rolls as per email alert from Student Absentee Officer

Variation To School Routine – if students are out of scheduled classes

1. Ensure staff are entering class lists for events on OneSchool
2. Report any ongoing issues to Executive through line management

Student Monitoring

1. Support teachers in managing class truancy and refer to Head of Department Support 4 Students where required
2. Head of Department - Curriculum seek information from SEP regarding students
3. Use OneSchool to clarify individual student plans
4. RESPONSIBLE BEHAVIOUR OFFICER (RBO) RESPONSIBILITIES

Z:\3_CULTURE THAT PROMOTES LEARNING\3e. Student Support Services System\STUDENT GUIDES_Policy Documents\Attendance\VERSION 3 Attendance\POLICY_V3_Attendance.docx
### Student Monitoring
1. Monitor student attendance with **Student Absentee Officer** and **Head of Department Support 4 Students** – weekly
2. Provide support to **Student Absentee Officer**
   - Phone calls
   - Home visits
3. **Students With a Disability (SWD) students** - inform **Head of Special Education Services** and seek assistance

### STUDENT ATTENDANCE OFFICER (SAO) RESPONSIBILITIES
#### Form Class Roll
1. Identify Form Rolls not marked
2. Email **Form Class Teachers** to bring to their attention for clarification of any unmarked rolls or errors
3. Provide uniform violation notes before form class for **students** who have seen the **Head of Department Support 4 Students /Deputy Principal Student Services**
4. Provide **students** with correct uniform before form class (if applicable)
5. SWD student issues email Case Manager
6. Daily – check for any phone/email messages from **parent/carer** to notify advise school of **student** absence on
   - Absence Message line AND
   - email message account
7. Daily - SMS message to **parent/carer** to notify of unexplained **student** absence by 10.00am
8. Daily – record **student** SDA on ID Attend/ **OneSchool** as notified by **Head of Department Support 4 Students**

#### Class Roll
1. Outstanding rolls from the previous day
2. Run report on any outstanding rolls
3. Email class teacher/s to bring to their attention
4. Check for completion by the end of the day
5. Email **Head of Department - Curriculum**– names of **teachers** who frequently have outstanding rolls in their faculty for follow up

#### Late To Class
1. Issue late slip to **student**
2. Issue **2nd lunchtime detention notice** to **student** if not valid reason or note provided
3. Record name on second lunchtime detention register on ID Attend

#### Late To School Student
1. Sign **student** in as late to school
2. Issue **2nd lunch detention notice** to **student** if no valid reason or note provided
3. Provide **student** with slip and direct the **student** to his/her scheduled lesson

#### Variation To School Routine
If students are out of scheduled classes
1. Record data from paper rolls re: excursions/camps

#### Student Monitoring
Set alerts for
1. **students** ‘at risk’ of chronic truancy
2. repeat non-attendance for students.
3. contact **Head of Special Education Services** regarding SWD issues

#### Weekly WATT (Woree Against Truancy Team) meetings with Principal
Monitor student attendance -3, 5 and >7 days consecutively
1. contact **Parent/carer** by phone
2. information gained from **Parent/carer** enter contact on **OneSchool**
3. >7 days consecutively – **Student Absentee Officer** advises **Executive**
Term juncture
a) < 85% = letter sent home
Monitor Year 11/12 non-compliance/show cause.
   a) Each term - junctures
      • **Student Absentee Officer** sends letters to parents/carers of students below 95% attendance [students with Special Provisions/EAPs may be exempt].
      • A home visit is requested and conducted by Student Absentee Officer, School Based Police Officer, Clontarf Academy, Community Education Counsellor.
   b) Centrelink regular correspondence regarding indigenous student attendance data

### STUDENT SUPPORT SERVICES OFFICER (SSSO) RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Form Class Roll [in form room and on assembly]</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Follow up on staff not marking class rolls as per email alert from <strong>Student Absentee Officer</strong></td>
</tr>
<tr>
<td>2. Monitoring of form classes to ensure WEEKLY PROGRAM is adhered to</td>
</tr>
<tr>
<td>3. Contact parent/carer</td>
</tr>
</tbody>
</table>

### Variation To School Routine – if students are out of scheduled classes

**Excursion/ camp/event**

1. Ensure class list for event is entered onto OneSchool >excursions> camps. **Student Absentee Officer** advised by email.
2. Mark the ‘excursion roll’ before leaving school grounds
3. If ID Attend is unavailable paper roll is given to **Student Absentee Officer** immediately prior to the commencement of the event/excursion

### Student Monitoring

1. Monitor weekly student attendance with:
   - Form teachers
   - **Student Absentee Officer**
   - Responsible Behaviour Officer
   - **Student Support Services Team**
   - Head Of Department Support 4 Students
   - Head Of Special Education Services (SWD Students)

2. Celebrate successes on Year Level parades each week and acknowledge and advise cohort of data provided by **Student Absentee Officer**
   a. form class attendance rate
   b. individual student >80%, 90%, 100%
   c. set targets for cohort

3. At 5 week junction (week 3 and 8) update Good Standing list to reflect attendance rate for each student

### HEAD OF DEPARTMENT – JUNIOR SECONDARY & SENIOR SECONDARY RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Student Monitoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Once a term, acknowledge the overall school attendance targets in the Woree Highlights.</td>
</tr>
<tr>
<td>a. Head of Junior School (Years 7-9)</td>
</tr>
<tr>
<td>b. Head of Senior School (Years 10-12)</td>
</tr>
</tbody>
</table>

### STUDENT SUPPORT SERVICES TEAM (SSST) RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Form Class Roll [in form room and on assembly]</th>
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</thead>
<tbody>
<tr>
<td>1. Advise <strong>Student Absentee Officer</strong> and form class teachers of student(s) visiting the SSST member during form class time</td>
</tr>
<tr>
<td>2. Sign STUDENT PLANNER page to validate student appointment with SSST member</td>
</tr>
</tbody>
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</tr>
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</tr>
</tbody>
</table>

**Variation To School Routine** – if students are out of scheduled classes
Excursion/camp /event

1. Ensure class list for event is entered onto OneSchool >excursions> camps
2. Mark the ‘excursion roll’ before leaving school grounds
3. If ID Attend is unavailable paper roll is given to Student Absentee Officer immediately prior to the commencement of the event/excursion

Student Monitoring

1. Conference with student(s) referred by:
   - Responsible Behaviour Officer
   - Head of Department Support 4 Students
   - Student Support Services Officers
2. Record in OneSchool with referral to Head of Department Support 4 Students, Guidance Officer, Deputy Principal Student Services or Principal.
3. Seek assistance from Head of Special Education Services and SEP teaching staff

CLONTARF ACADEMY RESPONSIBILITIES

Student Monitoring

1. Monitor weekly student attendance with:
   - Form teachers
   - Student Absentee Officer
   - Responsible Behaviour Officer
   - Student Support Services Officers
   - Student Support Services Team
   - Head Of Department Support 4 Students
   - Head Of Special Education Services (SWD Students)
2. Conference with student(s) referred by:
   - Responsible Behaviour Officer
   - Head of Department Support 4 Students
   - Student Support Services Officers
   - Student Support Services Team
   - Head Of Department Support 4 Students
   - Head Of Special Education Services (SWD Students)
3. Conduct home visits when requested
4. Record contact with student and/or parent/carer in OneSchool and where necessary, referral to
   - Head of Department Support 4 Students
   - Guidance Officer
   - Deputy Principal Student Services or Principal.
5. Record data on Clontarf Academy Data Wall each week and acknowledge and advise cohort of data provided by Student Absentee Officer (SAO)
   a. form class attendance rate
   b. individual student >80%, 90%, 100%
   c. set targets for cohort

Variation To School Routine – if students are out of scheduled classes

Excursion/camp /event

1. Ensure class list for event is entered onto OneSchool >excursions> camps
2. Mark the ‘excursion roll’ before leaving school grounds
3. If ID Attend is unavailable paper roll is given to Student Absentee Officer immediately prior to the commencement of the event/excursion

HEAD OF DEPARTMENT SUPPORT 4 STUDENTS RESPONSIBILITIES

Form Class Roll [in form room and on assembly]

1. Follow up on staff not marking class rolls as per email from Student Absentee Officer
2. Monitoring of form classes to ensure WEEKLY PROGRAM is adhered to
1. Daily – advise Student Absentee Officer of student SDA which will then be reflected on ID Attend/ OneSchool
2. Weekly - Monitor student attendance with Student Absentee Officer and Responsible Behaviour Officer
3. Seek assistance from Head of Special Education Services with regards to SWD students

**DEPUTY PRINCIPAL STUDENT SERVICES (Years 7-11) and PRINCIPAL (Year 12) RESPONSIBILITIES**

**Student Monitoring**
1. List reports required and attendance statistics needed and by what dates to appropriate staff - may include:
   a. Case team meeting
   b. non-compliance
   c. parent/carer contact
2. Review non-compliance reports for special provision students
3. Co-ordinate support meetings for students on non-compliance with:
   a. Attendance data
   b. Assessment schedule
   c. Support checklist

**Students out of uniform**
1. Monitor uniform referrals
2. Contact parent/carer if sending student home
3. Enter on OneSchool

**Term and Semester Monitoring**
1. Once a term, acknowledge the overall school attendance targets in the WoreeHIGHLIGHTS.
2. At the end of each semester, (Term 3 – Week 1 and Term 4 – week 9) students who have achieved the attendance target of 90%, 95% and 100% are r
   a. rewarded with a certificate generated from OneSchool.
   b. and then presented on year level parades.
3. All students with >90% attendance for each semester will go into a draw sponsored by the P&C Association.
   a. Semester One- cash prize $50 (per year level)
   b. Semester Two –
      i. cash prize $50 (Year 7-11)
      ii. 1 Formal Ticket to the value of $100 (Year 12)

**Documentation**

a) 2019-2022 Woree State High School Responsible Behaviour Plan for Students
b) Flowchart – Truancy Action Plan
c) Flowchart – Monitoring Student Absences 3, 5, 7 Days
d) Flowchart – More than 7 Consecutive unauthorised or unexplained absences or falls below 90% attendance
e) Extended Student Absence Notification form
f) Criteria Eligibility to Represent Form (CERF)
g) Information to parents and students – Exemptions from Compulsory Schooling and Compulsory Participation
h) Application for exemption for a child or young person enrolled in a Queensland state school
i) Information about Flexible Arrangements for parents and students
j) Flexible Arrangement: Assessment, Plan and Agreement
Dear "Name" from "Form_Class",

According to the school systems, you are currently at the following points:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Signature (if required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your behaviour has been recorded as &quot;Behaviour&quot; on OneSchool.</td>
<td></td>
</tr>
<tr>
<td>If this is higher than 2, you need to discuss with your SSSO and teacher/s and work out an arrangement. Once happy your SSSO will need to sign in the next box.</td>
<td></td>
</tr>
<tr>
<td>You have &quot;Attendance&quot; unexplained absences.</td>
<td></td>
</tr>
<tr>
<td>If this is higher than 2, you need to explain your absences and then get the Attendance Officers signature in the next box.</td>
<td></td>
</tr>
<tr>
<td>You have &quot;Uniform&quot; times without an explanation from your parents/careers.</td>
<td></td>
</tr>
<tr>
<td>If this is more than 0, you need to explain why you wore the incorrect uniform and then get the Attendance Officers signature in the next box.</td>
<td></td>
</tr>
<tr>
<td>You have &quot;Afterschool&quot; Afterschool Detentions still owing.</td>
<td></td>
</tr>
<tr>
<td>If this is more than 0, you will need to complete your detentions and then get the HOD of Support 4 students signature in the next box.</td>
<td></td>
</tr>
<tr>
<td>Is your financial status at the school considered acceptable? &quot;Financial&quot;.</td>
<td></td>
</tr>
<tr>
<td>The reason for this is because your &quot;Reason&quot;.</td>
<td></td>
</tr>
<tr>
<td>If this is an NA, 0 or blank, you need to see the office to see what needs to be done to change it to a Yes. Once explained and fixed, you need to get their signature in the next box.</td>
<td></td>
</tr>
<tr>
<td>Are you on track to achieving your ICE or QCE? &quot;QCE__ICE&quot;</td>
<td></td>
</tr>
<tr>
<td>If this is a No, then you need to see the HOD of your area (Junior or Senior Schooling) and get their signature in the next box.</td>
<td></td>
</tr>
</tbody>
</table>

If you have no need for signatures, then you can hand this form straight back to your event organiser. Otherwise, you need to fix the problems in the table and get the required signatures. Once this has been achieved, you can hand over to your event organiser and be rewarded for your efforts.

Susan McQuillan  
Deputy Principal Student Services
PURPOSE: To outline the process if a student is “late to school” or “late to class”

Student arrives after FORM CLASS and is LATE TO SCHOOL

Student signs in with STUDENT ATTENDANCE OFFICER

STUDENT ATTENDANCE OFFICER issues student with “LATE NOTE” and student absent from scheduled lesson

SPONSIBLE BEHAVIOUR OFFICER issues AFTER SCHOOL DETENTION NOTICE TO STUDENT (PERSONALLY)
Truancy Action Plan

PURPOSE: Outline process if student truants for a lesson/½ day or full day

STAGE ONE: IDENTIFICATION
- Class teacher completes daily roll on OneSchool
- Sign-in/sign out process with Student Attendance Officer (SAO)
- Sick bay process – SAO
- Other – student sighted off grounds

STAGE TWO: VERIFICATION
- Student Attendance Officer (SAO)
- checks for anomalies
- confirmed truancy
  -  ± lesson
  -  ½ day
  -  Full day

STAGE THREE: ACTION
- Stage lesson
- CLASS TEACHER issuing consequence
  - Suspension
  - Detention

EXTENDED ABSENCES
- Referred to HOD SLE who allocates Student Support Services TEAM Member to ‘case manage’

STAGE THREE: ACTION
- Full day
- HOD SLE
  - notifies parent via phone and letter
  - Issues After School Detention

Every Day Counts

Every Day Counts is a statewide initiative addressing the issue of student attendance and utmost importance is placed on this at Wooroo State High School.

The initiative is designed to change parent, community and student attitudes to school attendance. It requires the support of both parents and the community if student attendance is to be successfully addressed.

Every Day Counts promotes four key messages at Wooroo State High School:
- all children should be enrolled at school and attend on every school day
- schools should monitor, communicate and implement strategies to improve regular school attendance
- truancy can place a student in unsafe situations and impact on their future employability and life choices
- attendance at school is the responsibility of everyone in the community.

STAGE FIVE
- HOD SLE
  - notifies parent via phone of non-compliance
  - Interview meeting set up
  - Consequence applied is SDA

STAGE FOUR: FURTHER ACTION
- HOD SLE
  - notifies parent via phone that student is at risk of SDA

No further action
Information for Parents and Students

What is an exemption and why do I need it?
Every parent of a child of compulsory school age or a young person in the compulsory participation phase has a legal obligation to ensure their child is enrolled and attending school or participating in an eligible option.

Parents can apply for an exemption from this obligation when their child cannot attend or it would be unreasonable in all the circumstances for their child to attend school or participate in an eligible option for a period of more than 10 consecutive school days.

Situations where an application for an exemption may be made include:
- Illness
- Family reasons
- Cultural or religious reasons

If your child is exempted from compulsory schooling, you are excused from your obligation in relation to compulsory schooling or compulsory participation.

The school principal is not responsible for providing an educational program to your child, however they may provide advice on other educational options available.

Who decides to grant or not grant an exemption?
• For state school students:
Decisions about exemptions are made by the principal of the school the student attends.

• For non-state school students:
Non-state school principals have the authority to approve exemptions of up to and including 110 school days in a calendar year that do not cause the total period of exemptions granted in the year to exceed 110 school days.

Any exemption application for a period of more than 110 school days or that would cause the total period of exemptions granted in a year to exceed 110 school days is decided by the Manager, Office of Non-state Education.

• For children who are not enrolled in any state or non-state Queensland school:
Decisions about exemptions for students who are not enrolled in any state or non-state school are made by either the Regional Director, Principal Advisor Education Services, Principal Advisor Regional Services, Director Regional Services, of the Department of Education, Training and Employment region in which the child resides.

Applying for an exemption
You are encouraged to discuss with the school whether an application for exemption is a suitable option. The school can provide you with an application form for an exemption. It is important that supporting documentation and evidence are attached to the application.

When a decision about the exemption has been made, you will be informed in writing whether or not the exemption has been granted and if any conditions have been imposed. If you are not satisfied with the decision made, you can make a submission for the decision to be reviewed.
**DEPARTMENT EXEMPTION FROM SCHOOL FORM**

Application for exemption for a child or young person enrolled in a Queensland state school

*Privacy Notice*

The Department of Education, Training and Employment is collecting the information on this form to determine if a student is entitled to an exemption from compulsory schooling or an exemption from compulsory participation. This collection is authorised by s.186 and s.245 of the *Education (General Provisions) Act 2006*. Information from this form may also be disclosed to third parties as required or authorised by law.

*(Please type or print clearly)*

<table>
<thead>
<tr>
<th>To be completed by the parent/carer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of student in full</td>
</tr>
<tr>
<td>2. Date of birth</td>
</tr>
<tr>
<td>3. Name of school</td>
</tr>
<tr>
<td>4. Year level</td>
</tr>
<tr>
<td>5. Name of parent/carer</td>
</tr>
<tr>
<td>6. Address</td>
</tr>
<tr>
<td>7. Home phone</td>
</tr>
<tr>
<td>8. Mobile phone</td>
</tr>
<tr>
<td>9. Period for which exemption is</td>
</tr>
<tr>
<td>sought (insert dates)</td>
</tr>
<tr>
<td>10. How many school days are you</td>
</tr>
<tr>
<td>seeking an exemption for?</td>
</tr>
<tr>
<td>11. Reasons for seeking exemption</td>
</tr>
<tr>
<td>(please provide full details and</td>
</tr>
<tr>
<td>attach documentary evidence to</td>
</tr>
<tr>
<td>support this application e.g.</td>
</tr>
<tr>
<td>statement from medical practitioner)</td>
</tr>
</tbody>
</table>

Signature of parent/carer __________________________ Date __________________________
Please forward the completed application form and any attachments to the school principal for consideration and approval. Written notification of the decision regarding this application will be sent to the parent/carer.

<table>
<thead>
<tr>
<th>To be completed by the principal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for exemption from:</td>
</tr>
<tr>
<td>☐ Compulsory schooling</td>
</tr>
<tr>
<td>☐ Compulsory participation</td>
</tr>
</tbody>
</table>

**Is the student in Year 10 or 15 years of age?**
If ‘Yes’, a Queensland Curriculum and Assessment Authority student learning account should be established prior to an exemption being granted.

| ☐ Yes  |
| ☐ No   |

**Decision (please tick whichever is appropriate)**

| ☐ I grant an exemption for this student and parent/carer has been advised. |
| ☐ I do not grant an exemption for this student. |
| ☐ I grant an exemption with the following condition/s: |
| ☐ I grant an exemption with the following change/s to what has been requested: |
| ☐ I grant a partial exemption (for students in the compulsory participation phase only) |

**NOTE:** My decision, materials considered, findings of fact and reasons for my decision are set out in my decision notice, which has been sent to the parent/carer, as required by the *Education (General Provisions) Act 2006*.

<table>
<thead>
<tr>
<th>Principal</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Date</td>
</tr>
</tbody>
</table>
Information about Flexible Arrangements for Parents and Students

What is a flexible arrangement?
A flexible arrangement is an agreement that allows a student’s educational program to be delivered either fully, or in part, by another education provider in conjunction with their school.

The other education provider could be a community organisation that offers special programs for children and young people, another school (either state or non-state), or a private education provider.

There are a wide variety of circumstances in which a flexible arrangement might be appropriate for a student, such as:

☐ a secondary student who wants to study a subject that is not offered at their school, and whose Principal agrees for them to study the subject at another school or through distance education;

☐ a student participating in a behaviour management course at an alternative education centre for 2 days per week, and attends their usual school for the rest of the week;

☐ a student who has a disability and whose education program is being provided by a community organisation in combination with a school; or

☐ a young person who is acting in a movie for 2 weeks, and will participate in an educational program delivered by a tutor while on the set of the movie.

The program should generally be equivalent to the student’s full-time participation at school.

All or part of the arrangement may be provided on or off the school site. Flexible arrangements are usually for a specified time, such as 2 weeks, or 1 day per week for 10 weeks.

Who can have a flexible arrangement?
Flexible arrangements are more common among secondary school students, but may be appropriate for primary school and special school students.

How is a flexible arrangement made?
A flexible arrangement can be suggested by the school, a parent, or a student.

The student's teacher(s) will assess the student's needs, expected learning outcomes from the flexible arrangement, and suitability of the education provider. The teacher(s) will then provide advice to the principal.

The principal will decide whether to approve the proposed flexible arrangement.

If the student is of a compulsory school age, a parent must give written consent to the arrangement. If the student is in the compulsory participation phase, he or she must sign the agreement.

Written agreement must also be sought from the alternative education provider.

Is the student still enrolled at their school during a flexible arrangement?
Yes. During a flexible arrangement the student remains enrolled at their school. The principal will still be responsible for the student's educational program.

Are there any times when a flexible arrangement is not required?
A flexible arrangement is not required for students in the compulsory participation phase who are participating in an eligible option, or for school-based apprenticeships and traineeships.

Any other questions?
Please talk with staff at your school if you have any other questions.
## Flexible Arrangement: Assessment – Part A

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>School:</td>
<td></td>
</tr>
<tr>
<td>Date of Flexible Arrangement:</td>
<td>From / / To / /</td>
</tr>
</tbody>
</table>

**Privacy Notice**

The Department of Education, Training and Employment (DETE) is collecting this information in accordance with Chapter 9 (Part 2) of the *Education (General Provisions) Act 2006 (Qld)* in order to approve flexible arrangements in relation to a student’s educational program during compulsory schooling or the compulsory participation phase. This information will be accessed by authorised departmental employees and may also be disclosed to third parties as required or authorised by law.

**Student’s educational and other needs**

**Learning outcomes the flexible arrangement is intended to achieve**

**Suitability of alternative educational providers**

<table>
<thead>
<tr>
<th>Provider’s name</th>
<th>Affiliation/Type of organisation</th>
<th>Suitability of provider</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Flexible Arrangement: Plan – Part B

Following assessments conducted by………………………., the school has identified the following as educational and other needs:

The school has proposed the following flexible arrangement.

<table>
<thead>
<tr>
<th>Program</th>
<th>Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td></td>
</tr>
</tbody>
</table>

Assessment conducted

Staff member’s name:
Position:
Date:

Plan designed by:

Staff member’s name:
Position:
Date:

Note: Please attach any documentation that supports assessment, including student achievement records and reports, documentation of career discussions and attendance records.
## Flexible Arrangement: Agreement - Part C

To be signed by the parent if the student is in compulsory schooling.  
To be signed by the student if in the compulsory participation phase.

<table>
<thead>
<tr>
<th>I agree to participating in the flexible arrangement as outlined in the form Flexible Arrangement: Plan – Part B for the period from / / to / / .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent’s name:</td>
</tr>
<tr>
<td>Parent’s signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

I agree to participate in the flexible arrangement as outlined in the form Flexible Arrangement: Plan – Part B for the period from / / to / / while in my compulsory participation phase.

<table>
<thead>
<tr>
<th>Student’s name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

To be signed by the alternative education provider

<table>
<thead>
<tr>
<th>I agree to deliver the education program to as outlined in the form Flexible Arrangement: Plan – Part B for the period from / / to / / .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of alternative education provider:</td>
</tr>
<tr>
<td>Name of person:</td>
</tr>
<tr>
<td>Position:</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>
Accept the opportunity of a lifetime at a great Cairns school where “every student counts”