



Woree State High School

Student Attendance Policy

Version 5

Every student succeeding

Every student succeeding is the shared vision of Queensland state schools. Our vision shapes regional and school planning to ensure every student receives the support needed to belong to the school community, engage purposefully in learning and experience academic success.

*Queensland Department of Education
State Schools Strategy 2019-2023*

POLICY: Attendance

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. At Woree State High School we expect that every student will attend school every day of the school year unless prevented by reasonable circumstances from doing so.

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

Each parent 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.

The Woree State High School day commences at 8.45am and finishes at 3.00pm.

STUDENT RESPONSIBILITIES

At Woree State High School we expect that every student:

- a. will attend every day of school throughout the year.
 - if coming to school late, they sign in at the Student Attendance Officer window located in the Administration Building. They must present a note/email/phone/sms call from a parent/guardian explaining lateness. Persistent lateness will be referred to the Deputy Principal Student Services and home.
 - if needing to leave early, notification will be provided prior to departure time from their parent
- b. will remain at school the entire day and only depart through the Student Attendance Officers' window after approvals have been given by parent(s) and sighted and approved by school Executive.
- c. ensure their parent(s) provide them with a note, email, SMS or phone call explaining absences
- d. 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.

PARENT RESPONSIBILITIES

At Woree State High School we expect that parents;

- a. actively support the school in ensuring their children attend school every day of the year on time.
- b. provide a note, email, SMS or phone the Student Attendance Officer if their children are
 - late for school.
 - any planned early departure from school and remind their children that they still must report to the Student Attendance Officer window located in the Administration Building before their departure.
- c. inform the school of all absences as soon as possible (preferably on the day of the absence), by
 - note, email, SMS or phone call.
- d. actively and promptly instruct their children to follow up with their class teachers after all absences to ensure they have all the required work to continue successfully in their classes. This can be done by email to the teachers.
- e. make informed decisions about appropriate absences from school, remembering that every absence requires the student to organise catch-up work.
- f. support follow up actions by the Executive and Deputy Principal Student Services to address repeated lateness to school, truancy from class or unauthorised absence.
- g. give forewarning of known future absences, in particular long term absences. If the absence is
 1. 10 or more days, the Parents are required to submit the [Application for Exemption form for less than one school year](#).
 - 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
2. greater than one school year or more, exemption is submitted to the Regional Director. The parent is required to provide supporting documentation.

Parents are required to supply information to document the absence and must contact the school either:

- a. **SMS Line** – 0417 478 925
Please include student name, year level and reason.
- b. **Absence Line** – 4081 5260 (leave a Voicemail)
Please leave your name, student name and reason.
- c. **Email** – absences@woreeshs.eq.edu.au
Please include your name, student name and reason.
- d. **Absence Note** – Yellow page in Student Planner
Handed into the Student Attendance Office in the Administration Building.
- e. **In person** – at the Student Attendance Office window

STAFF RESPONSIBILITIES


At Woree State High School we expect that:

- all staff mark rolls diligently and accurately in every lesson/ activity they are responsible for throughout a normal school day or during a camp/ excursion. This is done through the physical marking of rolls and electronically through school purchased attendance program ID attend
- form rolls are diligently and accurately marked promptly at the end of this session each day (9.00am) by form teachers, to ensure student attendance can be recorded in our system promptly and parents can be notified of unexplained absences, by SMS each day
- class absences for every lesson are recorded and reported electronically through ID attend;
- contact is made with parents by classroom teachers if a pattern of absence is noted in a particular class/subject; or that classroom teachers provide
 - their curriculum Head of Department
 - the Student Attendance Officers
and/or
 - the school Executive information on any patterns of absence to be followed up
- SMS contact is made daily by the Student Attendance Officer of any unexplained absence to parents for nominated students;
- reported truancy from school to parents immediately
- proactive & supportive strategies are employed with students who demonstrate an unwillingness to attend school. These students are case managed individually in an effort to find strategies that will improve the individual's attendance.

SCHOOL RESPONSIBILITIES

At Woree State High School we promote 100% attendance by:

- a. promoting a positive and supportive school environment through the [Student Code of Conduct](#)
- b. utilising the [Department of Education Student Learning and Wellbeing Framework](#) and
- c. employing [Positive Behaviour for Learning \(PB4L\)](#) processes
- d. ensuring consistent follow up of absences with parents
- e. working with students and families to reduce absenteeism
- f. individual Case management of serious cases of student absenteeism.



At Woree State High School, we are committed to achieving the following targets in improving attendance:

- a. improve the school's overall attendance to 95%.
- b. reduce the number of students in each year level with an attendance level of less than 85% to zero.
- c. when a student with a pattern of absences has been identified, Woree State High School will take the following actions:
 - Student Attendance Officers (or class teacher) will notify the Deputy Principal
 - Deputy Principal will contact parents, verify reason for absence and record in One School
- d. Year 7-12 Student Support Services Officer will monitor for ongoing student attendance patterns;
- e. Student Attendance Officer will ensure records are accurate, monitor long-term issues and identify processes which would support improved attendance including case managing a number of students.
- f. Student Attendance Officers staff will produce weekly updated reports to track student attendance.

At Woree State High School the consequences or impacts of unexplained or unjustified absences may include:

- a. Lunchtime and afterschool detentions
- b. Referral to Student Support Services Team member
- c. Referral to an outside agencies
- d. Meeting with parents
- e. Formal meeting with the Principal
- f. Development of an Individual Attendance Plan for students
- g. Formal processes as per Education Queensland policy up to and including referral by the Director General for prosecution under the Education (General Provisions) Act. Compulsory Schooling process/requirements.