Attendance Policy

Rationale

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

Biddeston State School expects every child to attend everyday in every classroom to maximise learning and achieving opportunities. Biddeston State School’s attendance policy aims to establish clear expectations and responsibilities for all stakeholders to ensure all students have full access to learning.

School community beliefs about the importance of attending school

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. Biddeston State School:

• 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 truanting 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.

Responsibilities

School responsibilities:

• Ensure every student has access to quality teaching and learning opportunities everyday in every class.
• Supports families in their children attending school through clear communication and expectations.
• Differentiated instruction is provided for students to meet individual learning needs.
• Provide a safe, supportive and disciplined learning environment.
Student responsibilities:

- Be punctual to class for each session.
- Be an active learner and engage in all class and school activities.
- Be respectful, responsible and safe at all times.

Parent responsibilities:

- Ensure students are punctual to school each day, arriving between 8:30am and 8:45am.
- Students to attend school every day they are well.
- Students are provided with support in actively engaging in school activities, through assisting with homework, reading, providing uniform and classroom resources.

Strategies

At Biddeston State School we promote 100% attendance by:

- Clear communication of attendance expectations in newsletter, posters and school website.
- Acknowledging 100% and >95% attendance through certificates awarded to students.
- Students recording own attendance in data booklet.

Responses to absences

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

- Above 95% across school in a calendar year.

When a student is absent without explanation for 3 days or a pattern of absences has been identified, Biddeston State School will take the following actions:

- Parent/s will be contacted.
- A letter sent home requesting an explanation for unexplained absences.
At Biddeston State School the consequences or impacts of unexplained or unauthorised absences might include the following:

- Letter sent home requesting an explanation for unexplained absence/s.
- Student access to learning opportunities is reduced when students do not attend every day.
- Unexplained absences are recorded on student report cards.

<table>
<thead>
<tr>
<th>If your child misses ......</th>
<th>That equals ......</th>
<th>Which is ......</th>
<th>and over 13 years of schooling that’s...</th>
<th>Which means the best your child might perform is ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day per fortnight</td>
<td>20 days per year</td>
<td>4 weeks per year</td>
<td>Nearly 1.5 years</td>
<td>Equal to finishing in grade 11</td>
</tr>
<tr>
<td>1 day per week</td>
<td>40 days per year</td>
<td>8 weeks per year</td>
<td>Over 2.5 years</td>
<td>Equal to finishing in grade 10</td>
</tr>
<tr>
<td>2 days per week</td>
<td>80 days per year</td>
<td>16 weeks per year</td>
<td>Over 5 years</td>
<td>Equal to finishing in grade 7</td>
</tr>
<tr>
<td>3 days per week</td>
<td>120 Days per year</td>
<td>24 weeks per year</td>
<td>Nearly 8 years</td>
<td>Equal to finishing in grade 4</td>
</tr>
</tbody>
</table>

**Reporting and monitoring attendance**

At Biddeston State School reports of absence or truancing are taken seriously. Students, parents, members of community and school staff may report an absence in the following ways:

- Email to admin@biddestoss.eq.edu.au
- Phone 46916145 Mobile 0409 896 233
- Send a note into school with an explanation.
- Call into the office or tell your child/ren’s teacher/s.

**Some related resources**

*Every Day Counts*

*Departmental Policies and Procedures*

*Managing Student Absences and Enforcing Enrolment and Attendance at State Schools*

*Roll Marking in State Schools*