



Kenmore State School Attendance Policy

Rationale

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

Regular school attendance will mean that your child gets a better chance at life. Your child will achieve better when they go to school all day, every school day:

- they learn better
- they make friends
- they are happier
- they have a brighter future.

Research shows that in Queensland, higher student attendance at school is associated, on average, with higher student achievement. At Kenmore State School we set high expectations for student attendance. Our attendance policy aims to communicate to our community the importance of attending school every day. Our target for student attendance is 95% and above.

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. At Kenmore State School we:

- are committed to promoting the key messages of Every Day Counts
- ensure all of our learners are enrolled at school and attend school all day, every school day
- are monitoring, communicating and implementing strategies to improve regular school attendance
- believe attendance at school is the responsibility of everyone in our community.

Responsibilities

School responsibilities:

- Monitor and identify student absences as outlined in *SMS-PR-036: Roll Marking in State Schools*
- Follow Education Queensland policy and procedures for enforcing enrolment and attendance in *SMS-PR-043: Managing Student Absences and Enforcing Enrolment and Attendance at State Schools*

- notify parents and carers if their child has an unexplained absence as soon as practicable on the day of the child's absence and continue to follow-up promptly and as practicable
- use effective teaching strategies to engage your child in learning
- help you with strategies to encourage your child to go to school
- provide support for families.

Parent responsibilities:

- Ensure your child attends school on all school days unless there is a reasonable excuse and arrives at school on time each day
- Contact the school prior to any planned absences
- Contact the school absentee line on the day of absence
- For more than 10 days absence, complete the required process for exclusion by contacting the school office
- Contact your teacher or the school immediately for assistance and support if your child does not want to go to school

Strategies

At Kenmore State School we promote 100% attendance through:

- Implementation of the School Attendance Policy
- Making same day contact with parents if there is an unexplained absence. Sending follow up letters requesting parents to provide information behind an unexplained absence
- Mandatory roll marking by teachers twice a day
- Communicating our high expectations and information about attendance through regular communication with our community
- Development of a safe and supportive school environment that promotes positive relationships and support mechanisms for families
- Positive feedback for student attendance (e.g. awards promoting attendance)

- Monitoring of the school's attendance data to identify absenteeism trends and individual students with high levels of absenteeism

Responses to absences

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

- 95% and above whole school attendance
- Individual student goal of 95% and above attendance rate

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

- The parent or carer will be contacted by the class teacher (by a note or telephone call) to determine if there is a reasonable excuse for the absence/s (*Director General's Guidelines ss176 and 239 of the Education (General Provisions) Act 2006*)
- Records of contact with parents and carers regarding unexplained absences will be recorded in OneSchool
- Provision of support to ensure child's attendance improves
- If, after 10 days, the student is still not attending school regularly, the school will follow the processes for managing student absences as outlined in the *Education (General Provisions) Act 2006 – SMS-PR-043*. This includes the reporting of persistent and/or unexplained absences to Education Queensland, The Queensland Police Service and the Department of Child Safety.

Reporting and monitoring attendance

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

- Kenmore State School absence line – (07) 3327 2460
- Parents and carers can email their classroom teacher directly

Some related resources

Every Day Counts:

<http://education.qld.gov.au/everydaycounts/index.html>

Departmental Policies and Procedures:

[Managing Student Absences and Enforcing Enrolment and Attendance at State Schools](#)
[Roll Marking in State Schools](#)