

ATTENDANCE POLICY

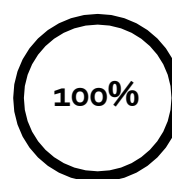
Rationale

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs. **Bellbird Park State Secondary College expects all students to attend every lesson every day.** BPSSC's Attendance Policy aims to outline the expectations and responsibilities that the school, students and parents/carers have in relation to attendance. It also outlines the school's attendance strategies and procedures.

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. In order to reach this shared understanding, Bellbird Park State Secondary College:

- is committed to promoting the key message that 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 truancing 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.



**ATTENDANCE
AIM**



**ATTENDANCE
TARGET**

Responsibilities

Student responsibilities	Parent/Carer responsibilities
• All students need to be at school each and every day prepared for work and learning. • All students are to be accountable for attendance and participation. • All students are expected to be in class on time and remain in class each lesson. • All students are to remain at school during school hours unless they have permission from parents/carers to leave the school and completed sign-out processes. • All students are responsible for catching up on school work missed due to absences.	Each parent/carers of a child who is of compulsory school age has the legal obligation to ensure their child is enrolled and attends school, on every school day, for the educational program in which the child is enrolled, unless a reasonable excuse exists for their child's absence. Parents/Carers must provide a satisfactory reason for absences, unless the student is an adult or independent student, in which case an explanation should be sought directly from the student. Parents/Carers should provide a reason for a child's absence as soon as possible. The Queensland Department of Education strongly recommends families not to schedule holidays during school time.
Acceptable Reasons	Non-Acceptable Reasons
• Serious illness or medical conditions (accompanied by a medical certificate) • Representative activities including sport, academic and cultural • Serious family emergencies (rare) • Work experience	• Holidays outside school holiday periods • Non-essential activities (e.g. shopping trips, birthdays, parties, functions during the school day) • Medical appointments that can be scheduled outside of school hours

ATTENDANCE STRATEGIES

Exemptions

For any absence of longer than 10 school days, an application for exemption needs to be submitted to the Executive Principal. Application forms are available from Executive and Student Services.

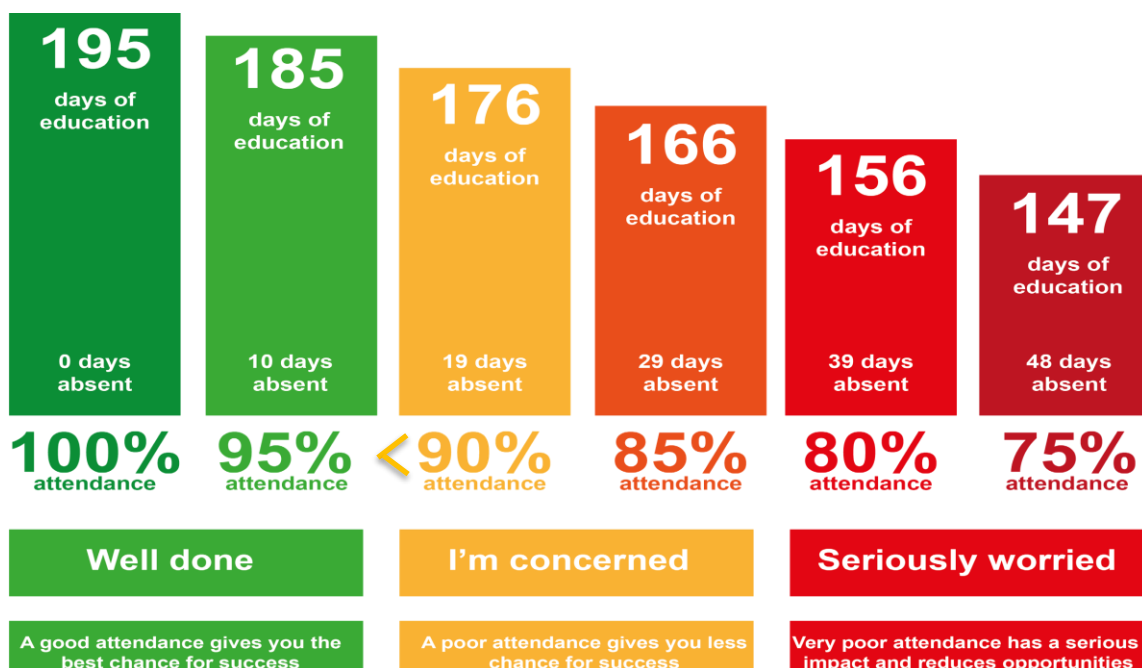
Strategies

At Bellbird Park State Secondary College our engagement strategies aim to promote 100% attendance by:

- Engaging students through a quality curriculum designed to meet their individual needs
- Providing a supportive and positive environment through learning together where students are rewarded for their high attendance at school through:
 - o Attendance Celebrations - each Term
 - o 100% Attendance Celebration - each year
 - o Recognition at whole-college and year level assemblies
 - o House Points Celebrations at college assemblies
- Educating parents and the community through Facebook, newsletters, and celebrations.
- Employing a dedicated Attendance Officer, Youth Support Coordinators and a team of Head of Years to analyse data and develop strategies toward improved outcomes.
- Setting whole-school achievable targets and engaging the school community in meeting those targets.
- Utilising a systematic monitoring and action process with clearly defined roles, responsibilities and time lines informed by data and linked to a strong action/review.

At BPSSC, we empower students by:

- Publicising individual attendance data so students:
 - o know their individual attendance percentage,
 - o track their progress up and down, and understand if their attendance is at a satisfactory or unsatisfactory level.



ATTENDANCE PROCEDURES

Roll Marking Procedures

Every morning students attend Roll Class to have the roll marked. If student is not in attendance a text message is sent home at 9.30am to parents to notify of absence.

If student arrives late to school they are to present to Student Services to have their names marked off the roll. The marking of the roll in each session every day is a very important responsibility as it informs the school where students are, and which students are not arriving to school and to class on time.

Explaining Absences

All students must provide notification from a parent/guardian when they are absent from school. Please note that for students of compulsory school age, there is a duty of care to establish the reasons for absence from school. For students of post-compulsory age, school staff have a responsibility to seek reasons for absences from school, although the responsibility for providing the information rests firmly on the students and parents.

- <https://bellbirdparkssc.eq.edu.au/our-school/contact-us/student-absences>
- studentabsences@bellbirdparkssc.eq.edu.au
- 07 3819 7266 and leave a message
- QParents App
- Call 07 3819 7222 and speak to student services between 8am and 4pm.
- Bring a note explaining your absence on the day you return that:
 - Clearly states your full name and Pathways class,
 - Provides the date/s you were absent,
 - Gives a reason for your absence, and
 - Is signed by your parent/carer
- Alternatively complete the absence explanation at the back of this student diary and hand it in to student services.
- Student **My Attendance Check Profiles** are sent to parents twice a term (week 3/7) in which they will show your sons/daughters current attendance and will list any absences. Parents can reply to attendance@bellbirdparkssc.eq.edu.au to explain any unexplained absences listed.

Late to School

Students Arriving Late to School - Applies after 8.50am

- Student signs in at Student Services - bring a note to explain
- Student proceeds to class with their 'late slip'
- Students arriving without a note will be assigned a detention

Persistent Lateness to School

- The year level Head of Year will monitor the number of times students are late to school.
- If the student continues to be late the Head of Year will contact the student and parents to assist the family with any barriers contributing to lateness.

ATTENDANCE PROCEDURES

Extra-Curricular Participation

The core business of BPSSC is teaching and learning. In order to maximise student achievement and focus on effort in their studies, there is a need to set minimum benchmarks for students to participate in extracurricular activities and/or represent the College outside our grounds. We believe that it is important to set high expectations of students in relation to academic completion and achievement, appearance, attendance and behaviour in order for us to achieve.

To support learning and assessment the college may identify students who are ineligible to participate in extracurricular activities or school representation due to outstanding classwork and assessment. Students with outstanding classwork and assessment will be notified by the Deputy Principal or Head of Year the extra-curricular activity they may not be eligible to attend as well as the outstanding classwork and assessment that needs to be completed prior to attending the activity. In some instances the student may be required to remain at school and complete the assessment rather than attending the extra-curricular activity. Extra-curricular activities may include but are not limited to:

- Gala Days
- District Sport Trials
- Culture Night
- Extra-curricular excursions
- Musical and dance performances

Staff Key Attendance Duties

Ensuring students are accounted for and safe is a key priority at Bellbird Park State Secondary College. Many staff are involved in the recording and tracking of attendance, the staff include but are not limited to:

The Principal, Deputy Principals, Head of Years, Youth Support Coordinators, Guidance Officers, Community Education Counsellor, Chaplain, and Attendance Officer. These staff all contribute to effective monitoring of attendance at Bellbird Park State Secondary College and this is actioned through collaboration with parents, and the wider community, which is necessary to achieve high attendance rates for students.

Staff at Bellbird Park State Secondary College:

- Are committed to promoting the key messages of Every Day Counts
- Believe all children should be enrolled at school and attend school all day, every school day
- Monitor, communicate and implement strategies to improve regular school attendance
- Continue to work with regional and local support services to re-engage students and their families with the aim of returning disengaged students to school.
- Believe truanting can place a student in unsafe situations and impact on their future employability
- Believe attendance at school is the responsibility of everyone in the community.

ATTENDANCE PROCEDURES

Specific key processes and staff responsible:

PROCESSES	RESPONSIBLE OFFICER
Monitoring attendance - Attendance Tracker Weekly - Students track in Student Diary - Support Team monitor decline in attendance	- Pathways Teachers - Youth Support Coordinators - Head of Years - Deputy Principals
Daily Absence - SMS sent at approximately 9.30am - Recording on OneSchool & DayMap My Attendance Check Profiles	Attendance Officer
3 Days of Unexplained Absences - Phone call home - Recording on OneSchool & DayMap - Referral for follow up to Head of Year - Further support - Visible Support Team	- Attendance Officer - Head of Year - Visible Support Team
Enforcement Process Formal letters will be posted home and referred to Department Education Training Regional Officer	Deputy Principals

Department links

Managing student absences and enforcing enrolment and attendance at state schools procedure

<https://ppr.qed.qld.gov.au/pp/managing-student-absences-and-enforcing-enrolment-and-attendance-at-state-schools-procedure>

Every Day Counts

<https://education.qld.gov.au/initiativesstrategies/Documents/infographic-parents.pdf>