### **Student Attendance Procedures**

The procedures for following up with student absences is based on the Department of Education <a href="https://ppr.qed.qld.gov.au/attachment/managing-student-absences-and-enforcing-enrolment-and-attendance-at-state-schools-procedure.pdf">https://ppr.qed.qld.gov.au/attachment/managing-student-absences-and-enforcing-enrolment-and-attendance-at-state-schools-procedure.pdf</a> (Version: 5.4 | Version effective: 26/04/2023)

## Phase 1 - Daily unexplained absences

Same day absence information (One Portal)

## Roll marking 9am & 2pm

#### · Classroom teachers

- Mark the roll at the beginning of the school day and prior to the beginning of the afternoon session on OneSchool
- If One School is unavailable, a paper roll will be marked and sent to the office
- · Visual and verbal confirmation method should be used

# Develop list of students

#### · Office Staff

- Ensure all known student absence information has been cross checked with the phone messages and prior information
- Develop a list of unexplained absence for parent/carer notification

# Notify parent/carer

#### Office Staff

- Notify parents/carers as soon as practicable on the day of the student's absence (allowing time for parents/carers to respond prior to the end of the school day)
- Ensure notifications have been sent successfully (e.g. check transmission reports if using an external electronic attendance management or text messaging system)

# Parent/carer response

- Parents/carers may respond by phone, SMS, email, Q Parents or in person by visiting the school
- Office staff to update OneSchool information with reason for absence

# Follow up

- Only required if there is no response to the parent/carer notification that was sent on the day of the absence
- Follow up should start as soon as practicable after the day of the unexplained absence by **office staff** with a phone call and/or text message, then if no response an email to parents/carers.
- If the student is absent for 3 days or a regular pattern of absences occur, office staff inform the Deputy Principal and the classroom teachers contact the parents/carers to discuss absence with care and concern.

#### Office staff

- Record unexplained absense contact in OneSchool against child noting method (Phone, text, email)
- Keep a record of all notifications, follow up and parent/carer responses which can be retrieved when necessary on OneSchool
- Record If using hard copy rolls, upload the absence data to OneSchool daily

### Phase 2 - Repeated daily unexplained absences

Where a student has more than three consecutive unexplained absences, the Sector Deputy Principal will contact parents/carers, following the process below:

<u>Classroom</u> teacher reports unexplained or unsatisfactory absences or patterns of absence to the Deputy Principal.

(3+ consecutive days, persistent pattern without reasonable excuses)

### If ongoing case

- continue to monitor and work with family
- record on OneSchool

If parents have reasonable excuse:

- record in OneSchool all contacts made and outcomes
- assist child to attend if required
- continue to monitor absences

<u>Deputy Principal</u> liaises with family and relevant school personnel for plan.

If attendance initially increases and becomes unsatisfactory again within a 3-week period, go straight to form 5. <u>Deputy Principal</u> confirms attendance data and makes reasonable attempts (over 1 week duration) to contact parent/s via email, phone and paperwork home to determine if there is a reasonable excuse. *Check advice and information for* 

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



#### If parent/s have reasonable excuse

- School offers support to family
- All efforts must be documented in OneSchool (phone calls, contact with police, referrals to GO, home visits, other support agencies)
- Deputy Principal discusses absences at Student Support Services Committee.



Principal considers whether an exemption from schooling, flexible arrangement or alteration to a student's education program is appropriate and required.



If student is not attending regularly after 2 weeks (10 school days) of first attempt to contact parent/s

<u>Principal</u> sends by <u>regular and registered post</u> a

<u>Notice</u> (Form 4 – Failure to attend (s.178(2)) generated in OneSchool



If no meeting or after meeting but no change in circumstance within 1 week (5 days) school sends by regular and registered post a **Warning Notice (Form 5 – Failure to attend (s178(4))** which is generated in OneSchool



If there is no change in attendance one week (5 school days) after the <u>Warning Notice (Form 5)</u> was sent, an authorised officer at the school may seek the regional director's consent to prosecute.