



## Student Attendance Procedures

The procedures for following up with student absences is based on the Department of Education <https://ppr.qed.qld.gov.au/attachment/managing-student-absences-and-enforcing-enrolment-and-attendance-at-state-schools-procedure.pdf> (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.

#### Record

- **Office staff**
- Record unexplained absence 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
- 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:

