



Daisy Hill State School: Attendance Policy

Rationale

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

Daisy Hill State School expects that all children attend school every day. Our attendance policy aims to maximise the learning outcomes for all students.

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. Daisy Hill State School,

- believes attendance at school is the responsibility of everyone in the community.
- 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:

- Maintain accurate attendance records in accordance with Departmental policy and recording communication using OneSchool.
- Implement effective processes related to absenteeism including monitoring attendance and response to attendance concerns.
- Contact parents and carers on the *third* (3rd) consecutive day of absence and or if the school is concerned about a child's attendance including late arrivals and early departures.
- Implement strategies to promote a safe and supportive school environment through our School Wide Positive Behaviour Systems.

**Student responsibilities:**

- Attend school regularly, on time (**instruction begins with roll call at 9.00am** ready to learn and take part in school activities).

Parent responsibilities:

- Send their children to school every school day except when reasonable circumstances prevent this.
- Inform school of reason for any absence as soon as possible. Notification should be no later than *one* (1) week after the absence.
- Inform the school in advance if there is a foreseeable extended absence.
- Collaborate with the school, using open, positive communication, to attempt to resolve any issues that may negatively impact student attendance.

Reporting and monitoring attendance

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

- School Office – ring **3386 5222**
- Correspondence with class teacher either verbally, in writing or by email
- Email – the.principal@slaccreess.eq.edu.au
- Discussion with the Principal
- In writing to the Principal

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](#)

