



Mount Isa Central 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.

Mount Isa Central State School expects a minimum rate of 95% attendance.

Mount Isa Central State School attendance policy aims to

- maximise learning outcomes
- provide procedures and policies to promote full attendance and punctuality
- identify at risk 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.

Our School:

- is committed to promoting the key messages of Every Day Counts
- believes students who have infrequent attendance will not reach their full academic and social potential
- 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:

- to provide a safe, supportive, school environment
- record and monitor student attendance
- contact parent/caregiver when there is an unexplained absence by:
 1. note with student
 2. phone call

Student responsibilities

- be committed to Everyday Counts
- to return notes regarding absences

Parent responsibilities:

- be committed to Everyday Counts
- promptly inform the school of student absence

Strategies

At Mount Isa Central State School we promote 100% attendance by:

- next day follow up of absence
- rewards and incentives for students who improve attendance or attend well
- promote and embed Everyday Counts
- involvement of P & C to promote Everyday Counts
- Rolls Officer will provide weekly reports of all unexplained absences
- networking within the school community to support families to embed Everyday Counts

Responses to absences

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

- 95% attendance
- no gap between Indigenous and non-Indigenous students

When a student is absent, without explanation, for 2 consecutive days or a pattern of absences has been identified, Mount Isa Central State School will take the following actions:

- In the first instance, Teacher contacts parent/caregiver
- If no response, Teacher refers absence to AO2
- provide support, where necessary, if the student is experiencing difficulties attending school
- establish networks, where necessary, with community and/or agencies

At Mount Isa Central State School the consequences or impacts of unexplained or unauthorised absences might include the following:

- parent/caregiver interview with the Principal
- TCS-1 - letter to parents failure to attend compulsory schooling
- TCS-2 letter to parents - failure to attend
- TCS-3 notice about compulsory school obligation – failure to attend
- TCS-4 warning notice about compulsory schooling obligation – failure to attend
- TCS-5 warning letter – failure to attending (meeting held)
- TCS-6 brief – recommendation to consent to prosecute – failure to attend compulsory

Reporting and monitoring attendance

At Mount Isa Central 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:

Reporting:

- School Phone – 44373222
- School Student Absence Line – 44 373266 (leave a message)
- School email: the.principal@mtisacenss.eq.edu.au
- Note sent to school

Monitoring:

- Monitoring unexplained absences and patterns of non-attendance are reported by school staff to the Principal
- Good attendance and good improvements in attendance are rewarded

Some related resources

Every Day Counts

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

Departmental Policies

SMS-PR-017: Enforcement of Compulsory Schooling and Compulsory Participation Phase

<http://education.qld.gov.au/strategic/eppr/students/smspr017/>

SMS-PR-029: Managing Student Absences

<http://education.qld.gov.au/strategic/eppr/students/smspr029/>

SMS-PR-036: Roll Marking in State Schools

<http://education.qld.gov.au/strategic/eppr/students/smspr036/>