



GAVEN 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. **Gaven State School** expects that all students will attend the educational program every school day. **Gaven State School** attendance policy aims to ensure all students are given the best opportunity to learn by outlining the responsibilities of the school, parents and students in managing attendance issues.

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.

Gaven State School

- 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:

At **Gaven State School** we promote 100% attendance by:

- Implementation of the School Attendance Policy
- Development of a safe and supportive school environment that promotes positive relationships, including the implantation of programs to develop social skills (School Chaplain, Buddy Classes) and to provide support mechanisms for families (Guidance Officer, Queensland Police, Department of Child Safety, CYMHS,MYCP)
- Consistently recording and following up explained student absences
- Monitoring of the schools attendance data to identify absenteeism trends and individual students with high levels of absenteeism
- Promote high expectations for school attendance to the school community by communicating that higher school attendance is associated with higher student achievement (school newsletter, parent meetings, school website, Facebook, parade)

Parent responsibilities:

- Ensure that their child is enrolled at school and regularly attends the educational program provided at Gaven State School
- Ensure that their child arrives on time each day
- Contact the school prior to any planned absence or within 2 days of returning via the following methods:

Student Absence Hotline: 55147366

Phone: 55147333

Email: admin@gavenss.eq.edu.au

In Person: verbally or via a hand written letter by the parent or carer. This may take the form of a medical certificate if the child has been absent for multiply days with illness.

Responses to absences

When a student is absent without explanation or a pattern of absences has been identified, Gaven State School will take the following actions:

- The parent or carer will be contacted by the class teacher or administration staff (by note or telephone call) to determine if there is a reasonable excuse for the absence/s (*Director General's Guidelines ss176 and 239 of the Education (General Provisions) Act 2006*)
- Records of contact with parents and carers regarding unexplained absences will be recorded in OneSchool
- If the student is still not attending school regularly, the school will follow the processes for managing student absences as outlined in the *Education (General Provisions) Act 2006 – SMS-PR-043*. This includes the reporting of persistent and/or unexplained absences to Education Queensland, The Queensland Police Service and the Department of Child safety.

Every Day Counts