



Coolum State High School

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The Queensland Department of Education trading as: Education Queensland International (EQI)

CRICOS Registration Number 00608A

Attendance

VISION

Our vision is for Coolum State High School to be a school of high attendance; where it is understood and enacted that high levels of attendance underpins the habits of lifelong success.

TARGET

At Coolum State High School, we are committed to achieving at least 92% attendance for all students.

RATIONALE

Research shows that regular attendance is integral to successful academic, employment and social outcomes. Accordingly, it is important that students, staff and parents/carers have a shared understanding of the importance of regular student attendance.

SCHOOL COMMUNITY BELIEFS CONCERNING THE IMPORTANCE OF ATTENDING SCHOOL

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. Coolum State High School:

- is committed to promoting the key messages of *Every Day Counts* (see Departmental Policies below);
- 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 truancing 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 within the community.

RESPONSIBILITIES

Parents/Carers

- To ensure their child attends school on every school day for the program in which they are enrolled;
- To provide an explanation that meets the intent of the Education (General Provisions) Act 2006 for all absences, that is, any time during which a student is not attending or participating in their educational program;
- To contact the Attendance Officer regarding any planned absences prior to the event. Where this is not possible, parents are asked to provide the reason for any absences by 9:30am on the day of absence, or within 2 days of the student's return to school;
- To contact the Attendance Officer if a child is to be absent for 11 school days or more to apply for an Exemption from Compulsory Schooling or Exemption from Compulsory Participation, whichever is appropriate;
- To contact the Year Level Deputy Principal if a student refuses to attend school. Initiate or attend meetings to seek support and discuss their child's attendance or participation in their educational program;
- To advise the school of any change of address or phone numbers to ensure school records are accurate. Up to date data is essential in an emergency.

Students

- To attend school each day, attending all timetabled classes;
- To be on time for all classes;
- To never leave school during school hours without permission from the school;
- To always report to Student Services if arriving late and to sign out at the Administration Office if leaving early.

School

- To monitor student attendance daily through roll marking at the beginning of each day in Home Group and on a lesson-by-lesson basis;
- To notify parents/carers daily, regarding unexplained absences;
- To query inconsistencies in roll marking through the Attendance Officer. Notify the Attendance Officer or Year Level Deputy Principal regarding attendance concerns;
- To discuss individual attendance concerns with students and offer support to parents/carers and students when school attendance has become a concern;
- **School work will not be provided for students absent due to holidays;**
- To inform students, staff and parents/carers concerning Coolum State High School's Attendance Policy and Procedures (including the Policy and Procedures for late arrival, early departure and truanting) and make this publicly available through the school's website and enrolment package;
- To follow the Education Act and submit required documentation regarding students not attending school in either the Compulsory Schooling Phase or the Participation Phase;
- To inform students in the Participation Phase their enrolment may be at risk of cancellation, if they do not meet Coolum State High School's attendance requirements.

Attendance Officer / Teacher Aide

- To monitor attendance, including whole day absences, part-day absences, excessive excused absences and lateness to school;
- To investigate reasons contributing to absences;
- To coordinate appointments for students and parent/carers with Deputy Principals and other relevant support personnel to enable parties to investigate reasons for absenteeism and explore options available;
- To follow up queries from teachers, parents and students regarding attendance issues;
- To be responsible for the integrity of the school's attendance data through timely recording, regular reviewing and accurate updating;
- To liaise with members of the school community regarding attendance concerns.

STRATEGIES FOR REPORTING AND MONITORING ATTENDANCE

Attendance

If students are absent from school at any time, parents/carers should advise the school by 9:30am and provide a satisfactory explanation for the absence. They can do this by:

- Leaving a message on the Student Absence Line – call 5471 5360 before 9.30am;
- Replying to an absence SMS requesting a reason for the unexplained absence;
- Emailing details of the absence with a reason to StudentAbsence@coolumshs.eq.edu.au
- Logging into a QParents account.

Coolum State High School will maintain attendance records and monitor attendance of enrolled students through implementing the following procedures:

- Students are required to attend school, on time, according to their timetable;
- All students must ensure they are on time for Home Group at 8.30am every day as this forms the basis for official daily attendance records and generates the data for absence texts;
- Teachers mark a roll for each class. Teachers will only mark students as present if students are physically present in the classroom. The Attendance Officer will follow up any inconsistencies in attendance and report any concerns to the Year Level Deputy Principal;
- The accuracy of attendance rolls is paramount in ensuring attendance requirements are met.

Students whose attendance levels are not above 92%, without reasonable excuse, will be unable to:

- receive a senior jersey
- attend the Midwinter Ball
- attend non-curricular year level events
- participate in Academy programs.

Lateness

- All students arriving late to school are required to sign in at Student Services and collect a late slip to provide to the class teacher.
- It is expected when a student is late for school the following process should be followed:
 - provide a note from their parents/carers explaining their lateness, or
 - parents/carers may phone the Student Absence Line on 5471 5360 with a valid reason ahead of their students' arrival, or
 - parents/carers may reply to the text sent requesting a reason for their students late arrival or
 - parents can email StudentAbsence@coolumshs.eq.edu.au prior to their students' arrival or
 - notify using QParents their students' lateness prior to their arrival.
 - students who are consistently late to school three times without parent contact will be given detention. Every consequent late arrival without parent contact will receive detention.

Early Departures

At Coolum State High School, in-class learning is paramount between 8.30am and 2.45pm. All students and their families are encouraged to schedule appointments outside of these hours.

Any student who is required to leave school between 8.30am and 2.45pm must be met at the Administration Office by a parent/carer, or nominated emergency contact, to ensure that the school exercises its duty of care.

This process applies to all students with the only exception being students who must leave the school grounds for school-based apprenticeships, traineeships or work experience, flexible learning agreements, or senior students on exam blocks.

Any student who is required to leave the school grounds during school hours, must have a note from a parent/carer detailing the reason and time they are to leave school. At the time your child is to leave school, they must show the note to their class teacher, or other relevant staff member, who will give permission for the student to sign out at Administration Office with their parent/carer.

Truancy

Truancy is taken very seriously at Coolum State High School. An expectation exists from both the school and parents/carers that students will attend their timetabled classes.

Students found to be truanting will be referred to the Year Level Deputy Principal/Head of Year (HOY) in accordance with Coolum State High School's Student Code of Conduct and will be required to make up the time missed.

Each lesson truanted will receive one day internal suspension.