Rationale

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

Mount Murchison State School expects that all students will attend the educational program every school day.

The Mount Murchison 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. Mount Murchison 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:

- Monitor and identify student absences as outlined in SMS-PR-036: Roll Marking in State Schools
- Follow up absences quickly and address absence issues with parents and carers
- Follow Education QLD policy and procedures for enforcing enrolment and attendance in SMS-PR-043 Managing Student Absences and Enforcing Enrolment and Attendance at State Schools

Student responsibilities:

- Attend school each day unless there is an acceptable reason for an absence
- Make every day count in their learning

Parent responsibilities:

- Ensure that their child is enrolled at school and regularly attends the educational program provided at Landsborough 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:
  - Phone: 5592 2253
  - Email: admin@mtmurchiss.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.

Strategies

At Mount Murchison 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, You Can Do It) 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)

Responses to absences

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

- Students attend 97% of school days

When a student is absent without explanation for 3 days or a pattern of absences has been identified, Mount Murchison State School will take the following actions:

- The parent or carer will be contacted by the class teacher (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

- Where a student’s attendance is reasonably considered unsatisfactory by the Teaching Principal:
  - The Principal commences ‘compulsory’ schooling processes by:
    - Attempting to make contact with parent/guardian, requesting reason for absence and offering support to engage student with their schooling.

- If, after 3 weeks, 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.

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

- where there is a persistent pattern of unexplained absences or absences without reasonable excuses.

N.B This may be identified from MONTHLY downloads completed by Admin to identify ‘students at risk’ of high absenteeism.
Reporting and monitoring attendance

At Mount Murchison 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:

- Phone: 5592 2253
- Email: admin@mtmurchiss.eq.edu.au
- In person

Some related resources

*Every Day Counts*

*Departmental Policies and Procedures*

*Managing Student Absences and Enforcing Enrolment and Attendance at State Schools*

*Roll Marking in State Schools*