



Ormeau 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. Ormeau State School expects that students will attend the educational program every school day. Ormeau 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. Ormeau 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 attendance at school is the responsibility of everyone in the community.

Responsibilities

School responsibilities:

- Monitor and record student attendance. (SMS-PR-036: Roll Marking in State Schools)
- Follow up absences quickly and address absence issues with parents and carers via SMS 4 Schools. (Every Day Counts)
- Follow Education Qld policy and procedures for enforcing enrolment and attendance. (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.
- Engage actively in all school activities.

Parent responsibilities:

- Ensure that their child is enrolled at school and regularly attends the educational program provided at Ormeau State School.
- Child attends school from 8:50am to 3:00pm.
- Provide timely information regarding student absence/s via QParents, email, or in response to SMS 4 Schools.
- Ensure students are properly prepared with all equipment necessary for them to fully participate in classroom activities.

Strategies

At Ormeau 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 implementation of programs to develop social skills and to provide support mechanisms for families.
- Consistently recording and following up unexplained student absences.
- Monitoring of the school's 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.

Responses to absences

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

- 95% attendance

When a student is absent without explanation for 3 days, or a pattern of absences has been identified, including regular late arrivals and early departures, Ormeau State School will take the following actions:

- Class teacher/Deputy Principal will make contact home, reminding parents/carers of their obligations to ensure their child attends school on every school day and the requirement for providing satisfactory explanations for all absences.
- Records of contact with parents and carers regarding unexplained absences will be recorded in OneSchool.





- 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*.

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

- Unable to achieve age appropriate benchmarks in key learning areas.
- Unable to develop the skills to enable students to become active participants in society.
- Referral to other government agencies.
- Potential prosecution of the parents of non-attending students.

Reporting and monitoring attendance

At Ormeau 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:

- Report an absence to the school via phone, email or in person.
- Promoting school attendance.

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](#)

