

# Forest Lake 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.

At Forest Lake State School, we want every child to feel safe, supported, and part of our learning community. Coming to school **every day** helps students build strong learning habits and friendships. We believe students should attend school all day, every day and have set a schoolwide attendance target of 95%.

## 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. Forest Lake 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:

- Promote the expectation of school attendance through regular communication with students and parents/carers
- Inform parents if student is not at school by sending "same day student absence notification" for unexplained absences at 9:30am
- Promote class attendance rate with students during each PBL lesson
- Promote school attendance motto 'Go to school learners' rule'
- Set individual attendance goals & use attendance tracker if required to monitor attendance
- Contact parents/carers to discuss barriers impacting attendance and implement strategies to encourage students to attend school

Student responsibilities:

- Attend school on time, ready to learn and take part in school activities

Parent responsibilities:

- Ensure your child attends school on time on all school days, unless you have a reasonable excuse
- Let the school know the reason why your child is absent from school – either beforehand, on the day of the absence, or as soon as practicable after your child's return to school

- For more than 10 days absence, complete the required process for exemption by contacting the school office
- Contact the school immediately for assistance and support if your child does not want to go to school

## Strategies

At Forest Lake State School we promote 100% attendance by:

- Implementation of the School Attendance Policy
- Development of a safe, supportive learning environment that promotes positive relationship
- **Breakfast Club:** Tuesday–Thursday mornings.
- **Reading Room:** Tuesday–Thursday before school.
- Attendance rewards:
  - **Positive Postcards** for high or improved attendance in Week 5 and Week 10.
  - Fortnightly class attendance winner receives **special assembly seating** and is displayed on the school attendance wall.
  - **End-of-semester awards:**
    1. Platinum: 100%
    2. Gold: 98–99%
    3. Silver: 95–97%
    4. Bronze: 90–94

## Responses to absences

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

- 95% and above whole school attendance
- Individual student goal of 95% and above attendance rate

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

- The parent or carer will be contacted to determine if there is a reasonable excuse for the absence/s
- Deputy Principals or the Guidance Officer will contact families to provide support to improve attendance

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

- Families may be invited to a meeting to:
  - Discuss reasons for absences.
  - Learn about the benefits of regular attendance.
  - Understand legal responsibilities.
  - Set clear goals and create a support plan
- Families may be referred to outside agencies for extra support if needed.

## Reporting and monitoring attendance

At Forest Lake State School reports of absence are taken seriously. Students, parents, members of community and school staff may report an absence in the following ways:

- Notifying through QParents (preferred option)
- Phoning the student absence line on 3714 1222
- Emailing the class teacher
- Responding to the daily SMS messages for student absence with an explanation

## 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](#)