



Everton Park State High 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.

Each parent/ carer of a student who is enrolled at Everton Park State High School must ensure that their student attends school each school day unless the parent/carer has a reasonable excuse. Everton Park State High School is aware that the issue of absenteeism is complex and covers a range of behaviours, including chronic absenteeism, school refusal and truancy. However, partnerships between the school, parents and the local community can assist in reducing absenteeism.

- Attendance at school each day is a legal requirement under the Education General Provision Act 2006.
- Attendance Rolls are legal documents, which are subject to checking by the Department of Education.
- Full attendance gives students the optimum chance for success.

Everton Park State High School Attendance Policy aims to:

- develop a positive school culture,
- identify absences quickly,
- follow-up promptly, and
- send clear messages to students and parents that attendance is vital.

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.

Everton Park State High 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 truancy 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 student attendance
- inform parents / carers if their child is not at school
- follow-up any unexplained absences as soon as practicable, **but within three days of any unexplained absence**



EVERTON PARK STATE HIGH SCHOOL

- use effective teaching strategies to engage students in learning
- help parents and carers with strategies to encourage students to attend school
- provide support for families.

Parent/Carer responsibilities for students enrolled at Everton Park State High School:

- Ensure their child regularly attends the educational program
- Ensure their child arrives on time each day
- Contact the school on the day of the absence or prior to any planned absence via the following methods:
- Student Absence Line: 33540222
- Email: admin@evertonparkshs.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 multiple days with illness.
- Online: via Compass or Q Parents
- Parents / Guardians must 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.

Student responsibilities:

- Attend school each day unless parents/carers provide an acceptable reason for non-attendance
- Never leave the school during school hours without permission
- Make every day count in their learning

Strategies

At Everton Park State High School, we promote the importance of attendance by:

- Implementation of the School Attendance Policy
- Development of social skills through the Positive Behaviour for Learning (PBL) Program and to provide support mechanisms for families/ carers via the Guidance Officer
- 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
- Promoting 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, Assembly)

Responses to absences

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

- Reduce the number of students not attending more than 85% of school days to zero in each year level
- Improve the school's overall attendance to 95%.



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

- The parent or carer will be contacted by telephone or email 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*)
- If, there is no change and the student is absent for additional days, the parent or carer will be contacted by the Principal or delegate by telephone or email 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, after 3 weeks (15 school days) of the first attempt to contact the parents, the child is still not attending regularly, the school will follow the process for managing student absences as outlined in the *Managing Student Absences and Enforcing Enrolment and Attendance at State Schools* procedure

Reporting and Monitoring Attendance

At Everton Park State High 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:

- Telephone /email to the school office
- Signed/dated note sent with the student
- Online: via Compass or Q Parents
- In person to the office or to the class teacher

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](#)