



HARLAXTON STATE SCHOOL

110 Ruthven Street, Toowoomba Qld 4350

Attendance Policy

Rationale

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

Harlaxton State School expects that **each child attends every school day** each year. In the event of a legitimate reason for being absent (illness, family tragedy, natural disaster), it is expected that the reason for the absence is communicated to the school within **three days**.

Harlaxton State School's attendance policy aims to provide clear guidelines for parents and the school community for student attendance, and promote the critical nature of attendance and its strong relationship to educational outcomes.

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. Harlaxton 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 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 in the community.

Responsibilities

School responsibilities:

- To provide a quality inclusive and engaging learning environment that encourages students to be at school every day
- Promoting and acknowledging strong attendance, and following-up and engaging parents early when issues of attendance arise
- Developing relationships with the wider community to help reinforce attendance messages



Telephone: 4639 9111

Fax: 4638 5189

Email: admin@harlaxtoss.eq.edu.au Web: www.harlaxtoss.eq.edu.au

Student responsibilities:

- Arriving at school on time every day
- Talking with parents and teachers about any issues which may lead to school refusal
- Maintaining positive relationships with other students, and encouraging them to be at school every day

Parent / carer responsibilities:

- Maintaining regular routines at home which are conducive to attendance (sleep, organisation of school materials, transport arrangements)
- Permitting absence from school only in exceptional circumstances (illness, family tragedy, natural disaster)
- Contacting the school promptly when their children are absent or alerting the school when any issues arise that are contributing to absences

Strategies

At Harlaxton State School we promote 100% attendance by:

- Promoting attendance through verbal, written and visual messages
- Recognising students each term for 100% attendance and 100% explained absences
- Weekly recognition of students who attend school each day through an Assembly raffle

Responses to absences

At Harlaxton State School we are committed to achieving the following targets in improving attendance (updated each term):

Timeframe	Overall Attendance	% Achieving benchmark of 92.2% attendance	% Achieving more than 85% attendance	% Achieving 100% Attendance
Actual: End Semester 1, 2014	87.1%	34.2%	58.6%	11.7%
Target: End Term 3, 2014	89%	50%	70%	13%
Target: End Term 4, 2014	90%	70%	85%	15%

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

- Initial contact from office day the after each unexplained absence by designated staff member
- After 3 consecutive days or 5 days of unexplained (in a term) issue is referred to classroom teacher for follow-up
- If outcome is unsatisfactory the classroom teacher refers the matter to the Principal for further follow-up and commencement of official processes

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

- Significant declines in or barriers to student academic and/or social/emotional outcomes
- Further future patterns of absences or disengagement with schooling
- Legal and financial implications for parents/carers as outlined in [Managing Student Absences and Enforcing Enrolment and Attendance at State Schools](#) policy
- Referral to Police through the school adopt-a-cop
- Suspension

Reporting and monitoring attendance

At Harlaxton 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:

- Contacting the school office on 46399 111, or leaving an absence message on 46399 166
- Sending a signed and dated note with your child that outlines the specific reason for your child's absence
- Sending an email outlining the absence details to admin@harlaxtonss.eq.edu.au

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](#)