

Attendance Framework



**Yugumbir State School
2025**



Yugumbir State School Attendance Framework

Rationale

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

Yugumbir State School expects that students will attend and participate in the program of instruction every day of the school year, except when factors such as illness, serious family matters, or important appointments cause an absence. Yugumbir State School's attendance target is 93%.

Yugumbir State School's attendance policy aims to:

- Improve student attendance and participation
- Improve learning outcomes of students as measured by school and systemic data sets.
- Increase understanding of the importance of regular attendance by the community of educators, learners and families of each school student
- Communicate clear messages to staff, students and parents that attendance matters, and every day counts
- Explicitly communicate the Yugumbir State School processes for tracking attendance, and for identifying, monitoring, providing support to and following up on students and their carers for whom attendance is of concern.

Every Day Counts is a state-wide initiative addressing the issue of student attendance at school. The initiative is designed to change parent, community and student attitudes to school attendance. It requires the support of school, families and our community if student attendance is to reach targets, ensuring our students are at school and learning.

Every Day Counts promotes four key messages:

- all children should be enrolled at school and attend on every school day;
- schools should monitor, communicate and implement strategies to improve regular school attendance;
- truancy can place a student in unsafe situations and impact on their future employability and life choices;
- attendance at school is the responsibility of *everyone* in the community

School community beliefs: the importance of attending school

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school.

The Yugumbir State School community:

- is committed to promoting the key messages of **Every Day Counts**



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- believes all children should be enrolled at school and attend school all day, every school day
- monitors, communicates and implements strategies to improve and acknowledge 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.

Attendance Strategies

At Yugumbir State School, we are committed to the following attendance expectations:

- Whole of school achieving at least a 91% attendance rate
- Students arriving at school on time each day and remaining at school all day
- Zero tolerance maintained for unexplained absences, and outlined processes followed to achieve this
- Students in Care carefully monitored, with Class Teachers informing the office immediately should an unexplained absence occur, and office staff immediately investigating this absence

At Yugumbir State School we promote 100% attendance by:

- Providing a supportive, stimulating and safe environment (through Positive Behaviour for Learning)
- Acknowledging attendance through Pilot Points system, with students receiving a Pilot Point for every day they are at school and SOARING
- Communicating our attendance target and attendance data with our community
- Promoting the message that **Every Day Counts** by ensuring that class time is used effectively and learning starts on the first day and occurs up to and including the last day of every term
- Ensuring same day notifications for unexplained absences via SOBS messaging system
- Analysing attendance data and addressing attendance issues collaboratively

Attendance Matters

Every day counts! A day here or there might not seem like much, however...			
<i>When your child misses just...</i>	<i>That equals...</i>	<i>Which is....</i>	<i>So, from Prep to Year 12 that equals...</i>
1 day each fortnight	20 days per year	4 weeks every year	Nearly 1½ years of learning missed.
1 day a week	40 days per year	8 weeks every year	More than 2½ years of learning missed.
2 days a week	80 days per year	16 weeks every year	Over 5 years of learning missed.
3 days a week	120 days per year	24 weeks every year	Almost 8 years of learning missed.



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Every day counts!

A little bit late to school might not seem important, however...

<i>When your child misses just...</i>	<i>That equals...</i>	<i>Which is....</i>	<i>So, from Prep to Year 12 that equals...</i>
10 minutes per day	50 minutes per week	Nearly 1½ weeks each year	Nearly ½ a year of learning missed.
20 minutes per day	1 hour 40 minutes per week	Over 2½ weeks each year	Nearly 1 year of learning missed.
Half an hour per day	Half a day per week	Four weeks each year	Almost 1½ years of learning missed.
One hour per day	One day per week	Eight weeks each year	Over 2½ years of learning missed.

School, Student and Parent Responsibilities

School responsibilities:

- Mark rolls twice every day at 9.15 am and 2.00 pm
- Quickly identify unexplained absences each day and follow these up promptly
- Communicate clear expectations about what is a reasonable reason for being absent
- Take reasonable steps to follow up absences that are not explained on the day of absence
- Monitor student absences and identify when a student is absent for 3 or more consecutive days, or where there is a pattern of persistent unexplained absences, or where a student's attendance rate is reasonably considered unsatisfactory
- Inform parents/carers of their legal obligations about enrolment and attendance
- Track and monitor attendance at student, class, year-level and school level and investigate patterns of absences such as absences on regular days each week, regular late arrivals or early departures etc.
- Implement strategies to manage student enrolment, absences and chronic absenteeism, school refusal and truancy
- Continue to work with regional and other local resources to engage with the student and their family with the aim of returning the student to school
- Follow appropriate processes for enforcing parental obligation in regards to:
 - Enrolment
 - Attendance
 - Compulsory participation





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Student responsibilities:

- Attend school every day unless you have a reasonable reason to be absent. Under the Education (General Provisions) Act 2006, students must attend school every day,
- Arrive on time and be prepared to learn. Once you arrive at school, you stay at school.
- Report to the office for a **Late Arrival Slip** if arriving after 9:15am
- Build positive relationships with peers and school staff;
- Communicate with parents, teacher or other school staff any issues or problems that arise at school

Parent responsibilities:

- Ensure students attend at least 91% of school days throughout the year. Children should attend school every day that learning is offered unless there is a valid reason for being absent (illness, serious family matters, important appointments).
- Ensure students arrive at school between 8:20am and 8:50 am for an 8:55am start.
- Provide the school with an appropriate explanation for daily absences by
 - Phone message left at school absence line on 3380 0360
 - Email to StudentAbsences@yugumbirss@eq.edu.au
 - In person explanation to office staff at Student Services window
 - Online report on QParents app
 - Response via reply message to SOBS-generated text
- Notify the school when there will be extended absences, providing reasons and evidence for the absence:
 - Email to StudentAbsences@yugumbirss@eq.edu.au
- Apply for an exemption from compulsory schooling through the Principal, if absent from school for more than 10 consecutive school days.
- Meet with school staff when requested and work in partnership with school staff to address issues of attendance.
- Take preventative measures to ensure that sick days are minimized through good health and hygiene practices;
- Plan family holidays during school holiday periods, *not* during school terms.

Please note:

If parents / carers wish to collect their child/ren before 3:00pm:

- If the early collection is planned, email your class teacher AND the school office at admin@yugubirss.eq.edu.au before the start of the school day to advise of the expected time of collection.
- Present to the school office to request an early departure. Parents/Carers may be asked to show identification before students are released.
- The student's teacher will be contacted by office staff, and the teacher will send the student to the school office area for collection. Parents are not to collect children from classrooms prior to 3:00pm, and children are not permitted to meet parents at the school gates.

Note that if anyone other than Parent/Carer or an authorised emergency contact wishes to collect any student/s, prior arrangements must be made with the school office by the parent / carer.



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Reporting absences

At Yugumbir State School, reports of absence or truancy are taken seriously. Students, parents, members of our community and school staff may report a student not in attendance at school in the following ways:

To report a Yugumbir student observed in the community during school hours:

- Telephone to the school office on 3380 0333
- In person report to office staff at Student Services window

To report an absence for own child:

- Telephone to the school absence line on 3380 0360
- Email to StudentAbsences@yugumbirss.eq.edu.au
- Speak to school office staff at Student Services window
- Report online on QParents app
- Respond via reply message to SOBS-generated text

Exemption to compulsory schooling:

If a child or children cannot attend or it would be unreasonable in all circumstances to attend school for more than 10 consecutive days, an exemption from compulsory schooling or compulsory participation phase is available. The exemption excuses parents from their legal obligation to ensure that their child of compulsory school age is enrolled at or attends a school, or in the compulsory participation phase, is participating full-time in an eligible option. Contact the school for details in obtaining this exemption.

Related Resources

Resources and Fact Sheets for Schools, Students, Parents and our Community.

For further information, support, advice and activities please access the Department of Education's **Every Day Counts** resources at the following link:

<https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts>

This resource includes details of department policies and procedures, facts sheets, supports and strategies for parents and community, and videos and digital books for students.

Please talk with us at Yugumbir State School should you wish for further information or support.

Every day counts

Every day counts is a state wide initiative that aims to assist in improving student attendance at school through a shared commitment by students, parents, caregivers, schools and the community.

To do this, Every day counts promotes four key messages:

- all children should be enrolled at school and attend on every school day
- schools should monitor, communicate and implement strategies to improve regular school attendance
- truanting can place a student in unsafe situations and impact on their future employability and life choices
- attendance at school is the responsibility of everyone in the community.



For schools



For parents and the community



For students

Every day counts – Is your child at school today?

www.education.qld.gov.au/everydaycounts



Queensland
Government



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Monitoring and Management Processes

Responsibilities of stakeholders:

Attendance Celebrations

Celebrations	Responsibilities / actions		Frequency
Daily acknowledgement	Class communities (teacher and students)	<ul style="list-style-type: none">Award Pilot Point for each student who is at school and SOARingAward Pilot Point for each student who is absent if the school is notified by a parent /carer on the day of the absence and an explanation for the absence is provided.	Daily
Term celebrations	Class Teachers, PCL Team	<ul style="list-style-type: none">Organise and deliver Pilot Points celebrations for all students who earn the required number of Pilot Points	Week 10 each term

Absence Management

In the event of:	Responsibilities / actions		Frequency
Daily absence	Parent / Carer Teacher: Attendance Officer	<ul style="list-style-type: none">Notify school using outlined processes.Mark absence on OneSchool roll, 9:15am and 2:00pm.Teacher to notify Attendance Officer of any parent contacts regarding expected absences.Update absence record including reasons for absenceManage daily SMS notifications to primary contact for all unexplained absences, and monitor and record responses.	Daily
Non-consecutive unexplained absences	Parent / Carer Teacher Attendance Officer	<ul style="list-style-type: none">Respond to requests for information regarding unexplained absences.Contact parents. Send office-generated letters home with students and follow up to ensure their returnProduce letters to advise parents of unexplained absences and distribute these to class teachers.Collect and collate returned letters and update OneSchool attendance records as advised by parents on returns.	As required Twice per term





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3 or more consecutive days of unexplained absence	<p>Parent / Carer</p> <ul style="list-style-type: none"> Respond to requests for information regarding unexplained absences. <p>Class Teacher</p> <ul style="list-style-type: none"> Contact families of these students; contact recorded on OneSchool, referring DP and Attendance Officer into the contact. If contact unable to be made or explanation not given, Class Teacher advise Sector DP and Attendance Officer <p>Attendance Officer</p> <ul style="list-style-type: none"> Attendance Officer to investigate absences and print letters as required. Mail letters to home address if absence is of ongoing concern. Record contact on OneSchool. <p>Sector Deputy Principal</p> <ul style="list-style-type: none"> Escalate / contact other agencies if required. Record contact on OneSchool 	Weekly
Regular patterns of low attendance 80%-93%	<p>Parent / Carer</p> <ul style="list-style-type: none"> Work with school to improve attendance rates <p>Attendance Officer</p> <ul style="list-style-type: none"> Identify students and rates of attendance; advise Sector DPs <p>Sector Deputy Principal</p> <ul style="list-style-type: none"> Monitor all students in sector with low attendance rates. Work with student, family, Class Teacher, Attendance Officer and Chaplain to support family to improve attendance. Initiate and manage Student Attendance Plans 	Identified twice per term. Follow-up is ongoing.
Attendance below 80%	<p>Parent / Carer</p> <ul style="list-style-type: none"> Work with school to improve attendance rates <p>Attendance Officer</p> <ul style="list-style-type: none"> Identify students and rates of attendance; advise Sector DPs Email each family advising of current and whole of year attendance rate and offering support to improve attendance. <p>Sector Deputy Principal</p> <ul style="list-style-type: none"> Initiate and manage Student Attendance Plan. Work with student, family, Class Teacher, Attendance Officer and Chaplain to support family to improve attendance. Work with Attendance Officer to instigate and manage Form 4 processes as required. <p>Principal</p> <ul style="list-style-type: none"> Support Deputy Principals with Form 4 processes. Instigate and manage Form 5 processes. 	Identified twice per term, ongoing monitoring of identified students

Where unsatisfactory attendance continues, the principal may commence formal processes associated with Enforcement of Compulsory Schooling and Compulsory Participation as per Education Queensland policy up to and including referral by the Director General for prosecution under the Education (General Provisions) Act.





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Flowchart of actions:

Student attending school

- *Student attending school:*
- Attendance acknowledged and celebrated.

Unexplained daily absences

- *Unexplained daily absences:*
- Daily SMS notification to parent / carer.
- Hard copy information request sent home with student for non-consecutive unexplained absences.

Consecutive days of unexplained absence

- *Consecutive days of unexplained absence:*
- Phone contact to confirm well-being, hard-copy letter posted home.
- Contact other agencies for support if required.

Regular patterns of low attendance

- *Regular patterns of low attendance:*
- Work with student and family to initiate Attendance Support Plan.
- Access support from internal and external agencies.

Ongoing low attendance <80%

- *Ongoing low attendance <80% commence formal processes:*
- Notice Form 4 – Failure to attend s.178(2)
- Warning Notice Form 5 – Failure to attend s.178(4)
- School may seek the Regional Director's consent to prosecute under the Education (General Provisions) Act.

