



Lee Street
State Special School

Student Attendance Procedure

**Learn
Enrich
Empower**



Rationale

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

Lee Street State Special School expects that all students attend school on a regular basis to maximise the learning opportunities provided. Our attendance policy aims to support parents and students to attend school every day.

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. Lee Street State Special 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 truanting 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

Student responsibilities:

- attend school every day unless there is a reasonable excuse for their absence.

Parent responsibilities:

- ensure their child of compulsory school age is enrolled at a state or non-state school, and attends their educational program every school day
- ensure their child is participating full-time in an eligible option
- provide a reason for their child's absence as soon as possible after the absence.

Teachers' responsibilities:

- monitor student absences
- discuss absences with parents where possible
- advise Principal of factors impacting on a student's attendance

Authorised Officers in Schools (Principals, Deputy Principals, and Head of Departments):

- inform parents of their legal obligations about enrolment and attendance
- implement strategies to manage student enrolment, absences, chronic absenteeism, school refusal and truancy, [five step approach to attendance](#) and the [Every Day Counts materials](#)
- monitor student absences and identify when a student is absent for three 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
- notify parents of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents to respond prior to the end of the school day)
- continue to follow up unexplained absences as practicable with parents
- continue to work with regional office staff 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 regard to:
 - attendance
 - compulsory participation

Strategies

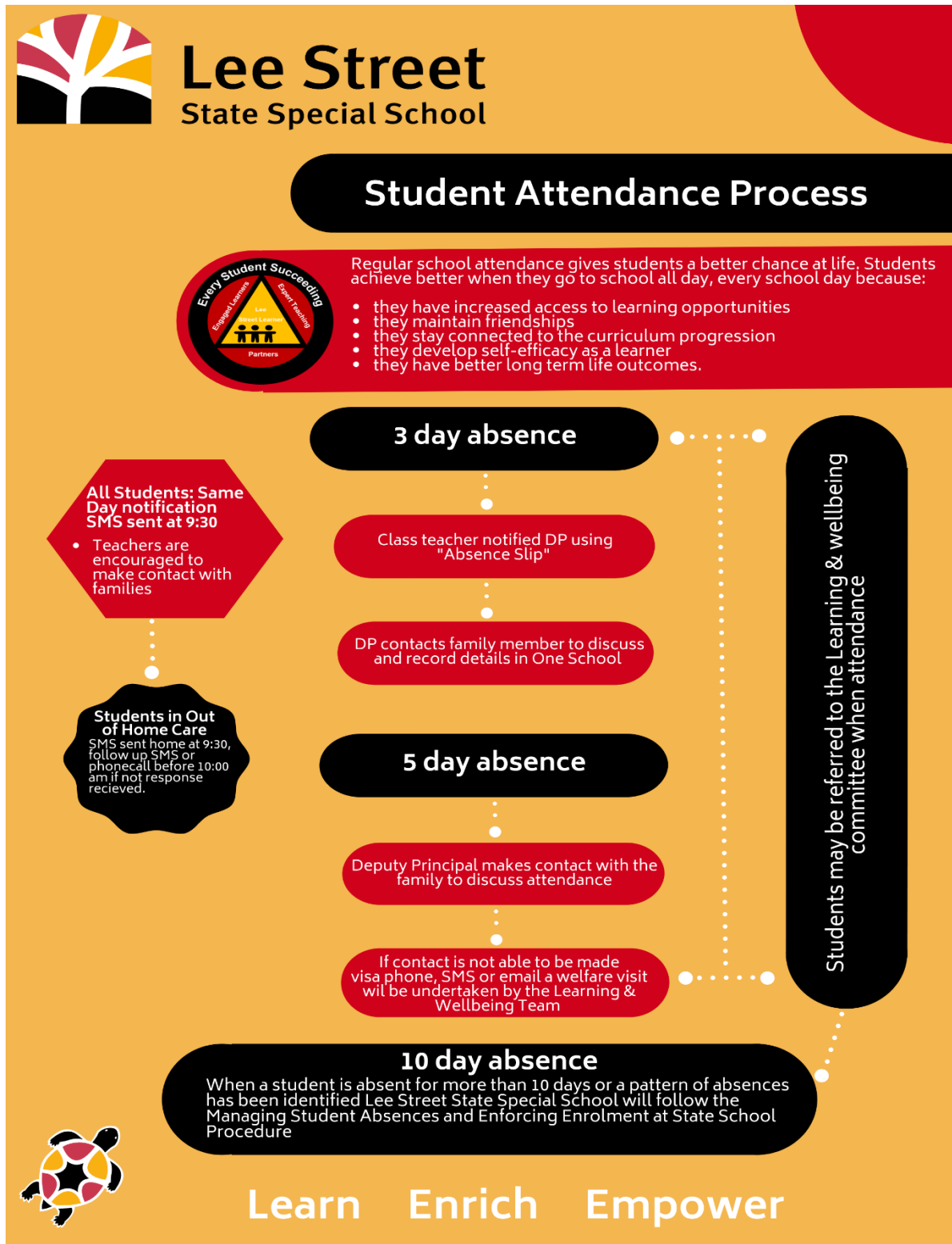
At Lee Street State Special School, we promote 100% attendance by:

- providing a safe and supportive school environment that promotes positive relationships and includes the implementation of programs, which develop social and emotional skills, peer tutoring and mentoring, and anti-bullying strategies
- maintaining communication with families to identify students at risk and to provide support to ensure that their child attends school every day
- using community agencies and organisations to promote the reasons why students should be attending school
- providing resources and links to external agencies for parents whose children are refusing to attend school regularly.

Responses to absence

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

- 90% attendance at school for all students.



At Lee Street State Special School the consequences or impacts of unexplained or unauthorised absences might include the following:

- Referral to Learning and Wellbeing committee to identify further support that may be required.
- Consideration of referral to external agencies e.g. child and family connect.
- Formal notification advising parents of their legal responsibility to ensure that their child attends school.

Reporting and monitoring attendance

At Lee Street Special 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 office by phone to notify the school of the absence and explanation
- Sending a note to the class teacher when the child returns to school.

Some related resources

Supporting documents

- [Every day Counts](#)
- [The five step approach](#)
- [Roll marking in state schools](#)
- [Managing student absences and enforcing enrolment and attendance at state schools](#)
- [Addressing school absenteeism](#)

For teachers

- Table 1 – Absence codes for full or part day absence
- Table 2 – Absence reason codes for reasonable and unreasonable excuses

Roll marking in state schools

Table 1 – Absence codes for full or part day absence

Type of Absence	Code	Explanatory notes
Entire day	A	Student was absent entire day.
Early (No Penalty)	E	Student left early, but within the final two hours of scheduled schooling. This will not count as an afternoon/half day absence. If the student left earlier than two hours prior to the end of the scheduled school day, this will count as an afternoon/half day absence (see “P” code).
Late (No Penalty)	L	Student arrived late, but within two hours of scheduled schooling. This will not count as a morning/half day absence. If the student arrived after the first two hours of the scheduled school day, this will count as a morning/half day absence (see “M” code).
Morning	M	Student was absent for the morning. This will count as a half day absence.
Afternoon	P	Student was absent for the afternoon. This will count as a half day absence.

Table 2 - Absence reason codes for reasonable and unreasonable excuses

Pursuant to s.176(1) of the *Education (General Provisions) Act 2006* (Qld) (EGPA), each parent of a child who is of compulsory school age must ensure that the child is enrolled and attends school on every school day for the educational program in which the child is enrolled unless the parent has a reasonable excuse. Pursuant to s.239(1) of the EGPA, a parent of a young person in the compulsory participation phase must ensure the young person is participating full-time in an eligible option, unless the parent has a reasonable excuse.

Reason	Absence Reason Code	Description	Examples	Considered reasonable	Counted as an absence*
School activity	A	Student is participating in an authorised school activity for school purposes. <i>NOTE: If used for attendance at hospital school, upon discharge from hospital, the hospital school should advise the usual school of any variations in the student's attendance. Replace Code A with Code I (Illness and medical appointments) for days when the student has not participated in the education program at the hospital school due to illness.</i>	<ul style="list-style-type: none"> Performing in school choir, band or dance group Participating in youth parliament or council, or in community service Attending a hospital school 	Yes	No

Unexplained Absence

Day 1: Unexplained absence of student **in out of home care** - Inform Office/ Deputy following roll call

Day 3: Unexplained absence for 43 consecutive days

Name of Student:	Is the Student in Out of Home Care /Vulnerable?	Number of days absent

Comment:

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