



MOGGILL STATE SCHOOL ATTENDANCE POLICY (MOGSSATTPOL)

(ENDORSED BY MOGGILL SS P&C 27 NOVEMBER 2014)

Background

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

Moggill State School expects all students to attend school each day ready for learning. This includes having:

- The correct uniform
- Food and water for the day
- Equipment required for learning
- Being ready to commence work at 8:55 am.

This attendance policy is intended to provide our community with information about the support available for each and every student to achieve an aspirational target of a 100 per cent attendance rate.

Importance of regular attendance

Regular attendance at school is important. At Moggill State School, we:

- Believe all children should attend school all day and every day and be at school to commence lessons at 8:55 am
- Monitor arrivals and departures and endeavour to support families in achieving an aspirational target of 100 per cent attendance
- Believe that truanting (absence from school without a reasonable excuse) can place a student in unsafe situations and impact on future employability and life choices. Being absent for one day a fortnight over 13 of years of schooling equates to about 1.5 years of “lost” schooling
- Believe attendance at school is the responsibility of our entire school community

Unexplained or unauthorised absences or lateness to school may have the following impacts:

- Essential learning is lost
- Assessment items may be missed or remain incomplete

Consequences of unauthorised absences may include:

- Lunch time sessions to catch up on missed assessment items
- Follow up by school person or in more serious cases, an outside agency
- In more serious cases, instigation of legal proceedings by Education Queensland (EQ) for parents whose children are of compulsory school age

At Moggill State School any decision made in relation to consequences in relation to failure to attend school is made independently and unconditionally on its own merits, keeping in mind equity, diversity and disability factors.

Responsibilities

School responsibilities:

- Provide quality learning experiences in a safe respectful environment
- Provide a respectful environment for students and families to work cooperatively encouraging attendance, participation and engagement
- Monitor and track all students' attendance patterns and keep families informed of undesirable situations or trends

Student responsibilities:

- All students need to be at school ready to commence learning at 8:55 am every day
- All students are accountable for their own attendance and participation
- All students are expected to be in class on time and remain in class each lesson – 10 minutes late per day over 13 years of schooling amounts to nearly six months of missed schooling

Parent responsibilities:

- All parents are responsible for providing necessary opportunity and resources to ensure students can and do attend each day
- All parents are responsible for informing the school of any situation which prevents students from attending school for a full or partial day
- All parents are encouraged to resolve any discrepancy regarding attendance data for their children

Strategies

Moggill State School has an aspirational attendance goal of 100 per cent. We intend achieving this goal by:

- Raising awareness throughout the community on the importance of attending school regularly (newsletters, parades, posters, enrolment interviews)
- Clearly communicating parent's legal obligations regarding school attendance
- Communicating school expectations clearly and frequently to all parents and students

- Providing supportive learning programs that challenge and excite all students and promote student engagement
- Closely monitoring student attendance through the Student Attendance Team (SAT), which meets regularly and makes use of One School data
- Recognising “outstanding” (100 per cent) attendance – individual student and class

Responses to absences

If a student is absent without explanation for three days or a pattern of absences has been detected that is resulting in at least one day a fortnight off school or regular late arrivals or early departures, Moggill State School is required to take action by law. This action may include the following:

- A phone call to discuss attendance and possible issues with the family and/or student, with offers of support
- Issuing/sending home an Attendance Alert, which reminds parents of their legal obligations and provides an offer of support to encourage regular attendance
- Liaising with other agencies (QPS) to address the trends or support the student and their family
- An official letter to parents/caregivers outlining their legal obligations and inviting them to attend a meeting to discuss the situation
- Instituting legal action in the most serious of cases

Reporting absences

Students, parents, members of the community and school staff may report an absence by:

- Contacting the school office (absence line) by phone 3202 0444 ext: 3; email admin@moggillss.eq.edu.au; or SMS 0426 306 218
- Inform the class teacher via note, phone call or in person

Daily attendance procedures

The following are MSS roll marking procedures:

- Rolls are marked electronically on One School at 8:55 am
- Pink slips are sent to the office of absent students by class teachers in the period 9:15 am to 9:20 am
- Office staff adjust the absence list based on messages received on our student absence line
- An automatic text/SMS is generated from One School absence data
- Rolls are marked a second time at 1:50 pm and first roll markings are edited in terms of late arrivals
- Telephone calls are made to parents of students “identified” as having a history of absenteeism.