

Berrinba East State School Attendance Policy 2019



Berrinba East State School is committed to providing an inclusive, supportive learning environment for all students to succeed regardless of circumstance.

To do this, Berrinba East State School's Attendance Policy promotes four key messages:

- All children should be enrolled at school and attend every school day **#youvegot5**
- Schools should monitor, communicate and implement strategies to improve regular school attendance
- Attendance at school is the responsibility of parents, carers and everyone in the community
- Planning for the improvement of individual attendance will be collaborative with parents, students, external agencies and community, including the enforcement of parent's obligations to enrol and attend school every school day.

Berrinba East State School expects all students to be at school learning all day, every school day. Our attendance policy aims to ensure all students are given the best opportunity to learn by outlining the responsibilities of the school, parents and students in managing attendance issues.

Everyone's Responsibilities : Home – School -- Community

- Encourage good attendance with frequent positive conversations about attending school
- Engage in conversation and learning with the Resilience Project "Empathy, Gratitude, Kindness" to build resilience in school avoidance behaviours
- Implement positive acknowledgement systems to encourage positive school attendance (Tier 1)

Parent and Student Responsibilities

- It is a legal requirement that children of school age attend school.
- Ensure students arrive between 8-8:30am.
- Students arriving after 8:35 am are to report to Administration to collect a late slip.
- Avoid students leaving early – If needed, parents report to Administration to sign the student out and collect him/her.
- Parent to notify the school by 8:45am if their child is absent by calling the school.
- Respond to text messaging, letters and phone calls in a timely manner
- Notify the Principal in writing if your child is going to be absent for 10 or more consecutive school days and complete an *attendance exemption* form.
- Engage with school staff to access support and plan to maximise attendance
- Attend meetings if requested to plan for the improvement of attendance.
- Celebrate, encourage and acknowledge high attendance and improvement in attendance.

School Responsibilities

Class Teacher

- Mark rolls daily by 8:35am and 1:40pm every day – paper rolls for replacement teachers
- Mark rolls for excursions and camps and provide to Administration on departure from school and arrival back at school
- Implement and enact *Tier 1 Attendance* strategies as part of daily practice.
- Acknowledge and celebrate 95%+ attendance and attendance improvement.
- Make contact with parents if there have been 3 or more consecutive days of unexplained absence or a pattern of absence¹ impacts attendance. Record contact in OneSchool and refer to DP.
- Refer chronic attendance² to DP and collaborate to plan for improvement.
- Engage in attendance team collaboration activities
- Implement the BESS Attendance Policy
- Have a working knowledge of your class/student attendance data

Administration

- Absence line and night messages cleared by Admin staff and entered into OneSchool daily
- By 9:15am each day, a text message is sent to parents to all students with unexplained absences for that day – enter responses
- Generate paper rolls for replacement teachers each day and enter into OneSchool
- Enter rolls for camps and excursions
- Generate unexplained absence letters fortnightly through OneSchool
- DP to monitor and action plan for students with attendance < 85% or those who have regular patterns of absence
- DP to monitor attendance trends
- Provide connection to support to families to encourage attendance – Student Support Team and referral to external agencies if required
- Recognise consistent high attendance through certificates and rewards
- Collaborate on Attendance Improvement Plans, communicate roles and responsibilities and upload to One School.

- 1. Unusual patterns of absence may include:** Regular absence on the same day/s each week, more than 3 days without explanation or unauthorised explanation, repeated long absences, frequent lateness of arrival/ early departure, regular unexplained absences, less than 85% attendance
- 2. Chronic attendance:** School defined as missing 10% of school → ATTENDANCE RATE BELOW 90% or 5 days absence, unexplained in a Semester.

Berrinba East State School promotes 100% attendance by implementing the following *Tier 1 Attendance* strategies:

- Developing a school attendance policy which is communicated to families through the school website
- Fulfilling the responsibilities of the school to maximise attendance
- Rewarding high attendance with:
 - Weekly Attendance Award for P-6 on parade “*Gary the Gnome*”
 - Students with 95%+ term attendance meet criteria (along with behaviour criteria) to attend PBL Rewards Session
 - 95%+ Attendance Certificates awarded individually – Semester 1/2
 - Students with 100% attendance for the term receive a badge on assembly – Semester 1/2
 - Class based attendance acknowledgement system implemented linked to classroom

Berrinba East State School responds to ongoing attendance concerns by:

