

Attendance Policy

Rationale

Regular attendance at school affords students the opportunity to optimise their learning potential. The Browns Plains State High School approach to student attendance is founded on three core actions:

1. *Track* – student attendance is monitored closely at regular intervals by staff, but is primarily the responsibility of students and their parents/carers.
2. *Link* – student attendance is linked to all activities in the school.
3. *Celebrate* – the attainment of attendance targets is celebrated by the whole school, cohorts and individuals.

School Attendance Target

The aim is for individual students and the whole school to average 95% attendance as a minimum.

In simple terms

1. Students who maintain 95+% or 100% attendance will be members of the 95 or 100 Club. Students who maintain this attendance rate throughout the year are eligible to participate in extra-curricular activities and are eligible for a range of rewards.
2. Students whose attendance is below 95% may apply for excusal to participate in extra-curricular activities through the relevant year level Deputy Principal. Valid reasons only will result in excusal being granted. e.g. medical.
3. Students may leave school early for approved reasons only. Students must be collected at the office by their parent/carer. All absences, however, decrease a student's overall attendance percentage.
4. Students with excellent attendance will achieve better results than those with poor attendance.

Each Student is to...

- Attend every class, on time, every day
- Complete the diary attendance percentage, reflection and improvement goal in diary (95% and 100% stamps provided) during each extended house class (mid-term and end of term)

Each Parent is to...

- Ensure your child attends school on every school day for the educational program in which they are enrolled
- Inform school of student absences and reasons for absences in a timely manner

Each House Teacher is to...

- Check house class folder (daily)
- Mark house roll using Compass (daily)
- During each extended form (mid-term and end of term), ensure students complete their diary attendance percentage, reflection and improvement goal in diary (95% and 100% stamps provided); celebrate excellent attendance (95+%)
- Refer students demonstrating poor patterns of attendance to the student support team (Guidance Officer) via OneSchool

Each Class Teacher is to...

- Mark class roll using Compass (every lesson)
- Monitor student attendance patterns and inform YLC/HOD of concerns/excellence
- Email lists of proposed students for extra-curricular activity approval to BSR Teacher Aide (to be done at least one week prior to distribution of permission letter) and only invite students with 95+% attendance year-to-date (application for extra-curricular excusal participation for students <95% to be approved by Deputy Principal)

Each Year Level Coordinator is to...

- Monitor student attendance patterns; celebrate excellent attendance (95+% and 100%) on year level assembly
- Provide rewards for excellence – individual students, form classes, or year level (refer over page)
- Refer students demonstrating poor patterns of attendance to the student support team (Guidance Officer) via OneSchool

The Attendance Officer is to...

- Update attendance data each Friday for the Principal's 'Weekly Update'
- Process Form 4/5 and attendance improvement meeting letters for Deputy Principals
- Complete rollovers
- Notify Class Teacher of Compass discrepancies; correct accordingly

The BSR Teacher Aide is to...

- Respond to teacher emails advising of approved students for extra-curricular activity (must be 95+%)

The Deputy Principal is to...

- Every 5 weeks, analyse student attendance report – action meetings, letters as below
- Process extra-curricular excusal participation applications
- Year 11 and 12 – send warning of Cancellation of Enrolment letter to students demonstrating poor patterns of attendance
- <85% Year 7-10 attendance improvement meeting; if no improvement advise Attendance Officer to send Form 4, then Form 5
- Send non-progression meeting letters; conduct non-progression meetings early Term 3; communicate with families student progression towards the end of Term 4.

The Principal is to...

- Monitor year level and whole-school patterns of attendance
- Approve COE, Form 4 and then Form 5 process
- Distribute Principal's 'Weekly Update' each Monday showing student attendance data

Attendance and ATL Rewards

Weekly

- Principal's Award on assembly for top ATL student in each year level
- Random draw for Top 15 in each year level on year level parade - \$5 voucher (stationery pack or reduction in formal ticket, senior jersey or school fees)
- Individual Attendance and ATL recorded in diary during House class

Termly

- 100% attendance and Top 25 ATL points recipients in year level invited to a morning tea. One student in each year level win a \$30 movie voucher.
- 95%+ and 100% attendance Diary stamp (week 3 and 4 extended house class)

Semester

- 100% attendance- 1 ticket into Major prize draw (drawn at 1st assembly back following year)
- Early release of bronze badge to top 15 ATL students in each year level
- Attendance celebrations at the end of Semester 1 (all year levels) and Semester 2 (Junior students)

Annually

- 95%+ Attendance carnival for eligible students
- Badges for accumulation of ATL points - Bronze (850pts) and Silver (950pts) - awarded at year level parade, Gold (1050pts) - awarded at ATL assembly
- Major Prize Draw (laptop) (drawn at the start of the following school year) one entry for the following:
 - Gold Badge Recipients
 - 100% attendance for a Semester 1
 - 100% attendance semester 2

Why we aim for 95% attendance as a minimum

1. Each lesson, or part thereof, and day absent from school quickly adds up.
2. A 95% attendance rate equates to one half day absent from school per fortnight.
3. Over a year this equates to 10 days absent from school.
4. Over the course of secondary school (6 years), 10 days absent per year equates to 60 days absence overall. This is more than a full term of school absence.
5. We believe that two full weeks absence from school per year is more than reasonable for normal, healthy students.

On the other hand

6. If a student has an attendance rate of 90%, then this equates to one full day absent from school per fortnight.
7. Over a year this equates to 20 days absent from school. This is four weeks of absence from school.
8. Over the course of secondary school (6 years), 20 days absent per year equates to 120 days absence overall. This is more than a half year of school absence.
9. Over the course of schooling (13 years), 20 days per year equates to 260 days overall. This is more than one and a quarter full years of school absence.

**Can your child sustain satisfactory progress missing a month, a term,
a half year, or full year of school?
Attendance matters!**