

# Attendance Policy

## Rationale

Regular attendance at school affords students the opportunity to optimize 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.

1. Students who maintain 95% attendance or above 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 have the opportunity to 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 house class twice a term (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; 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 students demonstrating poor patterns of attendance to the student support team (Guidance Officer) via OneSchool

### The Attendance Officer is to...

- 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 will...

- Every 5 weeks, analyse student attendance report – action meetings, letters as below
- Process Form 4/5 and attendance improvement meeting letters
- 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 the DP will 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 will ...

- Monitor year level and whole-school patterns of attendance
- Approve COE, Form 4 and then Form 5 process