Rationale

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

Kennedy State School expects all children to attend school every day. As a school we are committed to working with families to ensure we provide the support they require to promote 100% attendance.

Attending school on time, every day is the first step in a successful education pathway.

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. Kennedy State 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

School responsibilities:

- Monitoring and recording attendance at school
- Providing a safe and supportive environment for learning.
Student responsibilities:

- Attend school ready for learning everyday
- Encourage others to attend everyday in a polite and supportive manner
- Complete attendance charts/records as set by the classroom teacher

Parent responsibilities:

- Ensure your child is at school Everyday
- Notify the school of any absenteeism
- Be aware what constitutes a reasonable absence

Strategies

At Kennedy we promote 100% attendance by:

- Regular reporting of attendance data in the newsletter
- Attendance reward program for 100% attendance
- Communication with Teachers, Parents and Administration

Responses to absences

At Kennedy we are committed to achieving the following targets in improving attendance:

- 95% attendance for the school year and 100% of student absences are explained
- For students who consistently fall below the set target we will set an Individual Attendance plan to improve their attendance
- When a student is absent without explanation for 3 days or a pattern of absences has been identified, Kennedy State School will take the following actions:
  - Teacher contact with parent/carer to identify reason for absenteeism. Make a plan for return to school if necessary follow up with Administration.
  - Administration contacts parents/caregivers of students who have previously been identified by classroom teachers and have not met attendance goals. If necessary involves outside agency support.
At Kennedy State School the consequences or impacts of unexplained or unauthorised absences might include the following:

- Students not permitted to attend school events such as sports, camps or excursions
- Parents contacted and students required to have an individual attendance plan
- Outside agency involvement.

**Reporting and monitoring attendance**

At Kennedy State School reports of absence or truancy are taken seriously. Students, parents, members of community and school staff may report an absence in the following ways:

- Phone school absence hotline
- School may contact parents via phone, SMS or email
- Data is recorded displayed in various media including the Newsletter and the website

**Some related resources**

*Every Day Counts*

*Departmental Policies and Procedures*

*Managing Student Absences and Enforcing Enrolment and Attendance at State Schools*

*Roll Marking in State Schools*