

'Every Day Counts'

Purpose

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

Research shows that regular attendance is integral to successful academic, employment and social outcomes. Accordingly, it is important that students, staff and parents/carers have a shared understanding of the importance of regular student attendance.

Ormeau Woods State High School prioritises alignment with both the Student Learning & Wellbeing Framework and the "Every Day Counts" initiative, a state-wide campaign focused on improving student attendance. The school's Attendance Framework employs a comprehensive strategy to promote regular attendance, incorporating the following approaches:

- **Cultivating a Positive School Culture**
 - Creating an inclusive and supportive environment that encourages student engagement and a sense of belonging.
- **Communicating High Expectations of Attendance**
 - Establishing clear and consistent communication channels to convey the significance of regular attendance to parents, students, and staff.
- **Recording & Following Up Student Absences**
 - Maintaining accurate and up-to-date attendance records to track patterns and trends.
 - Implementing prompt follow-up procedures to address absences, ensuring that students receive the necessary support.
- **Monitoring Student Non-Attendance**
 - Identifying instances of chronic absenteeism or prolonged non-attendance through systematic monitoring.
- **Providing Intervention & Support:**
 - Implementing timely and tailored interventions to address attendance barriers.
 - Offering a range of resources, including parent meetings, counselling services, and additional academic support.

Legislation

Compulsory Phase

All children to be enrolled at school and attend on every school day

- **Human Rights Act** – Section 27A (2004) *Every child has the right to have access to free, school education appropriate to his or her needs.*
- **Education Act** (2006) *requires that students of compulsory school age (at least 6 years and 6 months and less than 16 years) attend school until the completion of Year 10 or until they turn 16 years of age, (whichever comes first). Students are then required to participate in the Compulsory Participation Phase in education or training until they either:*
 - *gain a Certificate of Achievement, Senior Statement, Certificate III or Certificate IV or*
 - *participate in eligible options for 2 years after the person stopped being of compulsory school age or turn 17.*

Ormeau Woods State High School will refer to and comply with the Department of Education and Training [processes for enforcing parental obligation that a child of compulsory school age attends on every school day, for the educational program in which the child is enrolled.](#)

Non-Compulsory Phase

The principal can cancel the enrolment of a post compulsory school age student if the student **refuses to participate** in the educational program provided by the school.

If a student's enrolment is cancelled, it means they can no longer attend that school. A student is no longer of compulsory school age once they **turn 16 years of age or complete Year 10**, whichever comes first.

Refer to: [Principal guidelines Student discipline](#)

High Expectations of Attendance (Stakeholder Responsibilities)

Student	<ul style="list-style-type: none"> ➤ Attend school every scheduled day, including sports days and carnival days. ➤ Arrive at school on time each day. ➤ Provide a valid explanation for any absences.
Parent	<ul style="list-style-type: none"> ➤ Encourage and support their child to attend school consistently. ➤ Ensure their child arrives at school on time daily. ➤ Provide an explanation for any student absences or late arrivals. ➤ Report any concerns about their child's attendance to school staff.
School	<ul style="list-style-type: none"> ➤ Foster a safe, supportive and collaborative school culture ➤ Clearly communicate high attendance expectations to students, parents, staff, and the community. ➤ Recognise and reward exceptional and improved attendance. ➤ Monitor attendance patterns at school, cohort, and individual levels. ➤ Administer absences and late arrivals according to school policy. ➤ Implement intervention and support strategies for students.

Recording Student Attendance

Roll Marking

This procedure outlines the responsibilities and processes for recording student attendance and absence on state school rolls. Roll marking is part of student attendance management, which is critical for ensuring the safety and protection of students

In secondary schools, lesson rolls must be marked at the beginning of the school day and subject rolls marked for each lesson (Department of Education)

Practices

Use visual and verbal confirmation when recording whether a student is present or absent (i.e. call each student's name, await a verbal response from the student and sight the student who provided the response).

Procedures

- Subject rolls to be marked within first 15 minutes for each lesson on ID Attend/Web (Classroom Teacher)
- Any unmarked rolls to be monitored lesson by lesson and promptly communicated to classroom teacher for marking Phone call to classroom during same lesson (Attendance Officer)

Monitoring & Following Up Student Absences

Daily Absence Procedures

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

- Telephone the School absentee line: (07) 5540 9266
- Email the Administration Office: absences@ormeauwoodsshs.eq.edu.au
- Signed/dated note sent with the student
- In person to the Administration Office
- In person to the Attendance Officer before 9.30am
- For a summary of absence reason codes, refer to: [Table 2 – Absence reason codes for reasonable excuse](#)

Morning Absence

- Parents will be notified via SMS if their student is absent by 9.30am (Attendance Officer)

Late to School

- If a student arrives to School between 8.30-8:45am, they are to attend the late window to be signed in via ID Attend. Signed in as Late to School Approved
- If a student has written notification from a parent/guardian for their lateness, their lateness will be marked as approved and a pass to class issued
- A late to school report – unauthorised - will be compiled daily
- Parents to be contacted mid-day to authorise reason for late (Student Reception)

Temporary Out of Class Absences

During class time, a student may be given permission to leave the classroom by the classroom teacher.

- One student out of class at a time.
- Student issued with out-of-class-pass.
- Non - returning student notify the Attendance Officer
- If the student cannot be located on school grounds, the Whole School Intervention Team (WSIT) inclusive of Health Hub personnel are contacted for follow up, including contacting student's parent/guardian.
- **Late to class timely entered in ID attend as LATE, approved or unjustified (LC)**
- **Confirmed Truancy to be entered as Unjustified (UNJ) by the teacher on ID attend.**
- Unjustified Absences to be monitored by the Whole School Intervention team (WSIT).

Same Day Roll Marking Inconsistencies

A Roll Marking Inconsistency Report will be generated during each period of the day and where there are inconsistencies the classroom teacher is contacted by phone to clarify whether the student is present or unexplained (Attendance Officer & Student Reception Officer)

- All inconsistencies to be updated same day (Classroom Teacher)
- Daily Inconsistency Report to be forwarded to staff to update at the end of each day (Attendance Officer)
- Weekly Inconsistency Report to be forwarded to Head of School for following up with classroom teachers (Attendance Officer)

Continuous Absence Procedures

3 Day Consecutive Absences

- Attendance Officer generate a report for three or more days' continuous absence
- Phone call made (7:45-8:30am and/or 2:30-3:15pm) to contacts on the third day of absence.
- OneSchool Contact recorded – referral if required to Head of Year/Coach
- 3 Day Letter sent (Fridays) if unsuccessful in making contact
- If still no reply contact made with emergency contacts (Attendance Officer)

10+ Days Consecutive Absences (School Aware of Reason)

- Exemption Form completed by parents, emailed back to school, signed by Principal and updated to the Attendance Exemption register
- If a student is unable to attend school for a period longer than 10 consecutive school days, an exemption is required. Refer to [Exemptions from Compulsory Schooling and Compulsory Participation](#).

10+ Days Consecutive Absences (School Unaware of Reason)

- Flag with Year level team for further support
- If the child is still not attending regularly after two weeks (10 school days) of the first attempt to contact parent/s, an authorised officer at the school sends by regular and registered post, a **Notice (Form 4 – Failure to attend (s.178(2))** which is generated in OneSchool, to parent/s outlining parents' legal obligation and inviting parent/s to attend a meeting to discuss the situation.

NOTE: Separate notices should be generated to each parent if they are residing at different addresses.

15 Day Consecutive Absences (School Unaware of Reason)

If after sending the Notice (Form 4):

- a meeting occurred with the parent/s, but there is no change in circumstances within one week (5 school days) of this meeting; or
- a meeting did not occur with the parent/s, and there is no change in circumstances within one week (5 school days) of sending the Notice;

An authorised officer at the school sends by regular and registered post a **Warning Notice (Form 5 – Failure to attend (s178(4))** which is generated in OneSchool, advising parents of their legal obligations and offering a meeting to discuss support available to address failure to attend.

NOTE: Where attendance initially increases after Form 4 has been sent but then decreases or becomes irregular and considered to be unsatisfactory, an authorised officer at the school can send Form 5. There is no requirement to resend Form 4 and commence the process again

School Disciplinary Absences (Suspension)

- Attendance Officer will be notified of a student suspension by a Head of Year.
- The Attendance Officer will reflect the suspension on ID Attend.
- The Attendance Officer will send an email to student's teachers indicating that the suspension has occurred and that work is to be emailed home to parent/guardian (Attendance Officer)

Providing Acknowledgement, Intervention & Support

Acknowledgement

- Each term, Student Recognition (90%+ Attendance)
- Night of Excellence Recognition (99%+ Attendance)

Support (All Students, All Settings) – Feedback Friday (Data Officer)

- Whole school student attendance data is generated via ID Attend and emailed to staff every Thursday.
- Futures Teachers to share attendance data with students each Friday during morning Futures.
- Futures Teachers to discuss, support and encourage students to engage with attendance data and respond positively.

Intervention - Case Management

- Attendance Officer contacting home for Day 3 repeated process.
- At Day 10 (unknown reason) WSIT to activate Form 4
- At Day 15 (unknown reason) WSIT to activate Form 5

- Attendance Officer to liaise WSIT to monitor student physical attendance $\leq 70\%$ across all year levels

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Related Resources

Every Day Counts

[Every Day Counts](#)

Departmental Policies and Procedures

[Managing Student Absences and Enforcing Enrolment and Attendance at State Schools](#)

[Roll Marking in State Schools](#)

[Managing student absences and enforcing enrolment and attendance at state schools](#)