

NARANGBA VALLEY SHS ATTENDANCE POLICY

Regular attendance is integral to successful academic, employment and social outcomes. Accordingly, it is important that students, staff and parents/guardians have a shared understanding of the importance of regular student attendance. Regular school attendance gives students a better chance at life. Students achieve better when they go to school all day, every school day because:

- they have increased access to learning opportunities
- they establish and maintain friendships
- they stay connected to the curriculum progression
- they develop self-efficacy as a learner
- they have better long-term life outcomes.

Students of school age have two phases of schooling. The Compulsory Schooling Phase and the Compulsory Participation Phase. The Compulsory Schooling Phase starts by the time a child turns 6 1/2 and ends when the child turns 16 or finishes year 10 (whichever comes first). During this phase, parents/carers have a legal obligation to ensure their child attends school every day. The Compulsory Participation Phase starts the year the child stops being of compulsory school age (i.e., reaches 16 or completes year 10) and ends when the child: gains a senior certificate, certificate III or certificate IV; has participated in eligible options for 2 years after the child stopped being of compulsory school age; or turns 17 years. During this phase, parents/carers have a legal obligation to ensure their child attends the eligible option of their choice.

At Narangba Valley SHS we strive to promote and achieve 100% attendance by;

- Ensuring attendance is a priority for every single member of our community by promoting the Department of Education's 'Every day counts' policy.
- Employing a dedicated Attendance Officer and establishing a Year Level Team to monitor attendance, analyse data, and develop and implement supports and interventions towards improved outcomes.
- Setting whole-school achievable targets and engaging the school community in meeting those targets.
- Establishing clearly defined attendance roles, responsibilities and timelines within Year Level Teams.
- Frequent analysis and discussion of student attendance trends with staff.
- Educating parents/carers and the community, using the school communication channels, to make appointments outside of school hours and book holidays outside of the school term in order to maximise learning.
- Encouraging parents/carers to obtain a medical certificate when visiting medical professionals to support medical absences (especially for the senior phase of learning).
- Utilising a text message system to provide timely notification to parents/carers of student absenteeism.
- Early intervention with truancy through timely follow up and implementing clear consequences and supports.
- Reinforcing punctuality through staff demonstration of the Narangba Norm "we arrive on time".
- Celebrating and rewarding attendance through our Narangba Valley Professional (NVP) program.

ATTENDANCE FOLLOW UP & SUPPORT

| CHRONIC ABSENTEEISM | | | | |
|------------------------|--|--|--|--|
| Below 65 % | | 65 – 84 % | 85 – 91 % | 92- 100% |
| Who | Attendance Officer, YLT (Deputy Principal, Guidance Officer), Regional Engagement Team and/or other external supports, Principal | Attendance Officer, YLT (Year Level Leader, Head of Department) | Attendance Officer, YLT, ACT teacher | Attendance Officer, YLT , ACT teacher |
| Follow Up | <p>Attendance Officer:</p> <ul style="list-style-type: none"> Email Track Ed Attendance Profile Email Weekly Attendance Report to Y L T Contacting 3+ and 5+ days unexplained absences with contact recorded in OS and referred to YLL for contact if no correspondence made for 5 consecutive days. Monitoring and compiling a 3+ day unexplained absence reports tab in attendance spreadsheet Form 4, 5 & 6 monitoring and management Arrange Form 4 meeting (Compulsory Phase only) and book on Deputy Principal's calendar. If no improvement is noted, Attendance Officer to arrange Form 5 (Compulsory Phase only) and advise Deputy Principal for approval. If no improvement is noted, Attendance Officer to arrange Form 6 (Compulsory Phase only) and advise Deputy Principal for approval. 10 consecutive days unexplained absences flagged with DP <p>YLT: Deputy Principal:</p> <ul style="list-style-type: none"> Contact with parent/carers made and recorded on OneSchool Maintain attendance data wall and tracking and regular case manager check in | <p>Attendance Officer:</p> <ul style="list-style-type: none"> Email Track Ed Attendance Profile Email Weekly Attendance Report to YLT Contacting 3+ and 5+ days unexplained absences with contact recorded in OS. Referred to YLL for contact if no correspondence made for 5 consecutive days. Monitoring and compiling a 3+ day unexplained absence reports tab in attendance spreadsheet <p>YLT: Year Level Leader/ Head of Department Engagement, Student Support, Junior Secondary:</p> <ul style="list-style-type: none"> Contact with parent/carers made and recorded on One School. Generic email created to support consistent communication. YLL discusses with Deputy Principal/ GO-referral for GO intervention if required. | <p>Attendance Officer:</p> <ul style="list-style-type: none"> Email weekly attendance report to YLT Email Weekly Attendance Report to YLT Contacting 3+ and 5+ days unexplained absences with contact recorded in OS. Referred to YLL for contact if no correspondence for 5 consecutive days. Monitoring and compiling a 3+ day unexplained absence reports tab in attendance spreadsheet Monitoring and compiling of late arrival data Text message sent to all parents/ carers promoting last week/day attendance | <p>Attendance Officer:</p> <ul style="list-style-type: none"> Out of home care monitored daily- if UA is recorded, classroom checks and GO/carers contacted Email Weekly Attendance Report to YLT <p>HOD Student Engagement</p> <ul style="list-style-type: none"> Special reward e.g., Ice cream van once per term as budget allows for over 95%. <p>Year Level Teams</p> <ul style="list-style-type: none"> Eligibility for NVP. Eligibility for attendance awards/ RIC points at assembly. |
| Support & Intervention | <p>Deputy Principal & Guidance Officer:</p> <ul style="list-style-type: none"> Contact with parent/carers made and documented on One School in regards to compulsory or post compulsory requirements of education. Add student to Level 3 Case Support list. GO support offered to student and family and noted in OneSchool. Intervention meetings (relating to Form 4/5) Possible FlexiSapce enrolment if suitable Regional Engagement Hub referral and intervention External or alternate program referrals <p>Other</p> <ul style="list-style-type: none"> NVP Goal setting and ACT teacher support Case Manager check ins | <p>YLT:</p> <ul style="list-style-type: none"> Case manager assigned (priority group alignment if required) Short term target identified for the term. Reward system for improved short-term attendance. Support program referral if suitable Possible FlexiSapce enrolment if suitable Youth worker or CEC referral and support <p>Other</p> <ul style="list-style-type: none"> NVP Goal setting and ACT teacher support Case Manager Check ins | <p>Other</p> <ul style="list-style-type: none"> NVP Goal setting and ACT teacher support | <p>Other</p> <ul style="list-style-type: none"> NVP Goal setting and ACT teacher support |

TRUANCY AND LATE ARRIVAL PROCEDURES

Students who are truanting and/ or are frequently arriving late are identified through:

- Day Map roll marking
- Staff observing students arriving or departing at break times, or during a lesson
- Parents: Unexplained absences that parents cannot explain or justify
- Attendance Data review

| PROCESS | RESPONSIBILITIES |
|--------------|---|
| LATE ARRIVAL | Teacher responsibility <p>Students late to Period 1 but arriving within the first 10 minutes of the lesson</p> <ul style="list-style-type: none"> ✓ Confirm reason for late ✓ Mark on roll as L (late) ✓ Issue a consequence <p>Students arriving after the first 10 minutes of period 1 or after the third bell for Periods 2-5</p> <ul style="list-style-type: none"> ✓ Confirm reason for late (request to see a late slip or a return to class slip) ✓ If no slip is provided, mark on roll as L (late) and issue a consequence ✓ If student has an EIC code (expected in class) next to their name, teacher signs them into class using the late code and issues a consequence ✓ Student without a EIC code or an UA code should be sent to Student Services to sign-in |
| | Student Services Teacher Aide <ul style="list-style-type: none"> ✓ Sign students in late, after first 10 minutes of period 1 and ongoing, to school or class ✓ Issue detention for unexplained late arrival and inform student of detention ✓ Provide student with a late slip |
| | Attendance Officer <ul style="list-style-type: none"> ✓ Track students consistently late to class through Late Arrival report ✓ Include Year Level Watch List in weekly attendance spreadsheet |
| | HoD Engagement <ul style="list-style-type: none"> ✓ Monitor support and interventions for these students |
| | Year Level Leader <ul style="list-style-type: none"> ✓ Check that the student has attended their late detention on the day they were late ✓ Detention to be reassigned through DayMap if they did not attend ✓ Work with Year Level Team and HoD Engagement on support and intervention strategies for these students |
| TRUANCY | Attendance Officer <ul style="list-style-type: none"> ✓ Direct email to staff to follow-up on roll marking anomalies and unmarked rolls Year 7 to 12 ✓ Finalised lists sent to Engagement team for further follow up and student check ins ✓ Refer to subject HOD and DP SC&I for repeated staff roll marking concerns ✓ Truancy lists refined and checked and shared with DP/YLL for student follow-up Year 7 to 12 ✓ Detentions issued and email communication with parent/carer after confirmation from YLL/DP (The Senior Schooling Team is to manage truancy consequences for Year 10, 11 and 12) ✓ Confirmed truancy entered as a OneSchool behaviour |
| | Teacher Responsibility <ul style="list-style-type: none"> ✓ Mark roll in response to direct email notification from Attendance Officer ✓ Direct email response to Attendance Officer to confirm specific student attendance in class |
| | Deputy Principal/Year Level Leader <ul style="list-style-type: none"> ✓ Follow-up with students with roll marking anomalies ✓ Finalise/ confirm truancy data in spreadsheet ✓ Monitor truancy frequency and implement necessary supports, interventions and consequences. |

TRUANCY SUPPORT & INTERVENTIONS

Truancy involves deliberate absenteeism without legitimate justification, and often times without the parents' knowledge. It typically arises from rebellious behaviour, disengagement, or other external influences.

Truancy interventions need to focus on behavioural modifications, potential legal ramifications, and reengagement strategies to rekindle interest and engagement in learning.

| TRUANCY FREQUENCY | SUPPORTS & INTERVENTIONS | POSSIBLE CONSEQUENCES |
|--|--|--|
| Low level One off lesson/ infrequent | <ul style="list-style-type: none"> - YLL contact with student. - Student conversation-discuss reasons for truancy and address these if applicable; <ul style="list-style-type: none"> o belonging/connection o physical and emotional health o student well-being o academic challenge and engagement o positive relationships - Formal warning - YLL parent/carer contact | <ul style="list-style-type: none"> - After school detention |
| Repeated More frequent but still sporadic | <ul style="list-style-type: none"> - Year level team collaboration and plan - Meet with student and parent/carer to identify contributing issues and to establish clear expectations and actions - Behaviour Action Plan (BAP) created in collaboration with parent/carer and student (Clear expectations, actions, possible incentives, agreed to consequences, check ins) - Engagement TA accompany to class - Mentor/ Case Manager assigned - Teaching staff collaboration and involvement - BSU/ Support program- truancy prevention and reduction program, support group - Possible FlexiSpace enrolment - | <ul style="list-style-type: none"> - After school detention - Agreed to consequences/ follow ups as outlined in BAP - Possible suspension |
| Chronic Multiple lessons across multiple/ consecutive days | <ul style="list-style-type: none"> - Check in-Check outs (daily) - UA notification list: immediate SMS to parent/carer and DP/YLL - Timetable adjustment (especially if linked to social/emotional concerns) - Possible FlexiSpace enrolment - Monitoring card - Behaviour Support Unit program - Discipline Improvement Plan (DIP) | <ul style="list-style-type: none"> - If deliberately not following directions, BAP/ DIP and other supports, possible suspension |

PROCESSES FOR PARENTS: What happens if my child is not attending school?

If your child is of **Compulsory School age (up to age 16 or upon completion of year 10)** please expect the following to occur:

1. You will be contacted by the attendance officer who will enquire about your child's attendance.
2. If attendance does not improve you will be contacted about strategies to help you and your child improve their attendance by either the Year Level Leader, Guidance Officer or Deputy Principal.
3. If attendance does not improve following contact from the school you will receive a Notice: **Form 4 – Failure to Attend**. This explains the legal requirement for your child to attend and you be required to meet with a Deputy Principal to discuss strategies.
4. A referral for support will be sent to the Regional Engagement Hub.
5. If attendance still has not improved you will receive a Warning notice: **Form 5 – Failure to Attend**. This letter informs you that it is recommended that the parent be prosecuted.
6. If after receiving a **Form 5**, your child's attendance still has not improved to a reasonable standard your case will be passed onto Regional Office and the Director General's permission to prosecute will be sought.

If your child is in the **Post Compulsory Participation Phase (once a child reaches 16 years of age or completes year 10)** please expect the following to occur:

1. Students in this phase are educated on the aspect of attendance at Narangba Valley State High School during their JET and SET planning. They sign a Senior Schooling Agreement upon enrolment in the Senior School.
2. You will be contacted by the Attendance Officer who will enquire about your child's attendance.
3. You will be contacted by a member of the Narangba Valley Senior Schooling Team who will enquire about your child's attendance.
4. If attendance does not improve you will be contacted by either a Guidance Officer, Year Level Leader or Deputy Principal who will suggest a range of strategies to assist you and your child improve attendance.
5. If attendance still does not improve to a reasonable standard the At Risk of Cancellation Process may begin. This process involves your enrolment being cancelled at Narangba Valley State High School if significant improvement is not demonstrated.

What is a Reasonable Excuse: The Director General's guidelines for what is considered a [reasonable absence](#) can be found on One Portal.

Application for Exemption from Compulsory Schooling: The application for [Exemption from Compulsory Schooling](#) is available on One Portal. This must be used when a child is absent for more than 10 consecutive days .

An exemption may be appropriate in the following circumstances:

- diagnosis of terminal medical condition
- illness or hospitalisation (including recovery period at home) for a period greater than 10 consecutive school days (where the student is not participating in a hospital education program)
- 'carer' responsibilities
- diagnosed mental health condition
- temporary interstate or overseas relocation where the family intends to return to Queensland.