



# Harris Fields State School

## Attendance Policy

Harris Fields State School expects every enrolled student to succeed and receive the support they need to belong to the school community, engage purposefully in learning and experience academic success. (Every Student Succeeding – State Schools Strategy 2018 – 2022).

Research shows that in Queensland, higher student attendance is associated, on average, with higher student achievement. Additionally, attending school every day helps children to build social and emotional skills such as communication, teamwork and resilience. Our 2020 target is an attendance rate of 94% for all students.

Improving student attendance at school involves a shared commitment by students, parents, caregivers, and the school.

Responsibilities		
Parent/Caregiver	Class Teacher	Administration
<ul style="list-style-type: none"> <li>Understand your legal obligation for your children to attend school.</li> <li>Ensure students arrive between 8am and 8:25am daily.</li> <li>Avoid collecting students early. If necessary report to the administration office to sign out student.</li> <li>Notify the school if student is absent with a reasonable excuse.</li> <li>Respond to text messaging, letters and phone calls in a timely manner.</li> <li>If necessary, engage with school staff to access support and plan to improve attendance.</li> <li>Notify classroom teacher or administration if student is not wanting/ refusing to attend school.</li> <li>Notify the administration staff if your child is going to be absent for 10 or more school days and complete an <i>Attendance exemption form</i>.</li> <li>Celebrate, encourage and acknowledge high attendance and improved attendance.</li> </ul>	<ul style="list-style-type: none"> <li>Promote importance of attendance.</li> <li>Set high expectations for attendance.</li> <li>Encourage students to utilise the 'Student Attendance Tracker'.</li> <li>Celebrate, encourage and acknowledge high attendance and improved attendance.</li> <li>Establish and maintain respectful collaborative relationships with parents/ carers regarding their children's learning and wellbeing. Record contact and refer DP.</li> </ul>	<ul style="list-style-type: none"> <li>Promote importance of attendance.</li> <li>Set high expectations for attendance.</li> <li>Create and distribute the termly 'Student Attendance Tracker'.</li> <li>Manage whole school reward system for positive attendance.</li> <li>DP to monitor and address attendance trends.</li> <li>Notify parents of unexplained absences on the day of the absence.</li> <li>Offer and provide support and intervention to students and parents.</li> <li>Refer to external agencies.</li> <li>Follow the steps outlined in – <i>Processes for enforcing the parental obligation that a child of compulsory school age attends on every school day, for the educational program in which the child is enrolled.</i></li> </ul>