ACED (Attendance Counts Every Day)

Rationale

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

Springwood State High School has the highest expectations for its school community. We are committed to a learning focus through the Five Platforms of:

- Academic Excellence.
- Student Wellbeing.
- Community.
- Sport and the Arts.
- Pathways.

The Springwood State High School attendance policy aims to improve student learning outcomes and engagement as a result of improved student attendance.

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. Springwood State High School:

- Is committed to promoting the key messages of ACED and ‘Every Day Counts’.
- Believes all children in the compulsory schooling phase 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:
- Clearly outline school protocols regarding attendance to students and families.
- Maintain accurate class rolls for each lesson, including Care.
- Notify parents of unexplained absence through daily text message alerts.
- Address concerns regarding student attendance patterns with students and families in a timely manner.
- Provide support for students who are at risk of disengaging from school, helping them to improve their attendance and educational outcomes.
- Celebrate student attendance, including students who attend in excess of 90%, as well as students who demonstrate a clear and consistent improvement in their attendance and engagement at school.

Student responsibilities:
- Attend all timetabled classes.
- Arrive for class on time and prepared for learning.
- Remain in all classes for the full lesson duration.
- Notify the school if absent from Structured Workplace Learning, TAFE or school-based Apprenticeship or Traineeship days. Students must also notify the program coordinator and or the employer on the morning of their absence.
- Catch up on all work missed due to any absence from school.
- Follow all school attendance protocols regarding signing in / out due to late arrival or early departure.
- Sign in and out through the office if arriving / departing due to participation in an “off campus” activity.

Parent responsibilities:
- Encourage your students to attend school, every day.
- Provide a note or contact the office to provide the reason for your child’s absence (every time your child is absent).
- Avoid making any appointments during school time.
- Ensure that all contact details held on file at the school remain current.
- Contact school support staff, including Year Coordinators and the Guidance Officer, if you are concerned about your students’ attendance patterns.
- Develop an understanding of school protocols around attendance, late arrival and early departure, as well as truancy. These are clearly outlined through the school organiser which students receive in hard-copy and which can also be accessed online.

Strategies

At Springwood State High School we promote 100% attendance by:
- Using a positive approach to discussions around student attendance and engagement.
- Relentless analysis of attendance data and on-going communication with stakeholders about student engagement.
• Celebration of student achievements around attendance, including: certificates, morning teas, teacher contact (via ‘Good News Week’ or ‘Success Snippets’), Year Coordinator awards and end-of-year awards for students who attend in excess of 90%.
• Clear communication of school expectations to all stakeholders.
• Implementation of consistent consequences for student breaches of attendance requirements.
• Promoting student accountability for their attendance through follow-up conversations with Year Coordinators and other school staff.
• Year Coordinators celebrating students with over 90% attendance through the presentation of vouchers.

**Responses to absences**

At Springwood State High School, we are committed to achieving the following targets in improving attendance:

- Improving our school attendance rate to 90% or higher.
- Reducing unexplained or unauthorised absences (part-day and whole day).
- Fostering a positive school culture with regard to attendance.

When a student is absent without explanation for three (3) days or a pattern of part-day and/or full-day absences has been identified, Springwood State High School will take the following actions:

- Make contact with parents/guardians via email, text or letter.
- Student referral to their Year Coordinator and/or relevant Deputy Principal and/or Guidance Officer.
- Unexplained class absences will be addressed directly with the students by either their Care Teacher or the Year Coordinator.

At Springwood State High School the consequences or impacts of unexplained or unauthorised absences include the following:

- Lunchtime or after-school detentions.
- Suspension from school.
- Restrictions placed upon co-curricular or extra-curricular activities.
- Removal of school support for off-campus activities, training and tutorial lessons.

**Reporting and monitoring attendance**

At Springwood State High 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:

- Calling the school absence line - (07) 3380 6103.
- Email the school office at attendance@springwoshs.eq.edu.au
- Call into the School Office in person.
- Provide a note and/or medical certificate to cover short term absences (under 3 days) on the day the student returns to school.
- **Please note:** if a student absence exceeds three days, parents must contact the school via phone or email in order to discuss the reasons and expected duration for the absence. Absences of 15 days or more (for illness, holidays, etc.) require written dispensation, approved by the school principal.
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