

## 1. Our values

Yeronga State High School is committed to fostering a school environment that is supportive, respectful, compatible with human rights and provides all students with opportunities to engage in quality learning.

## 2. Purpose

The Yeronga State High School Student Attendance Policy supports the Queensland Government state-wide initiative that aims to assist schools to improve student attendance through a shared commitment by everyone in the school community. The Yeronga State High School Student Attendance Policy aligns to the Department of Education's goal expressed in [Everybody's Business: Student engagement and re-engagement in Queensland schools](#).

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*"The Department of Education is committed to giving every child and young person every chance of a bright future. We will not only support young people to remain engaged in education, we will also reach out to those who disconnect from school to re-engage them."*

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## 3. Scope

It is important that students, parents/carers and staff have a shared understanding of the importance of attending school. Yeronga State High School is committed to promoting the key messages of the [Every Day Counts Initiative](#) and specifically:

- 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.

Yeronga State High School will implement early intervention for students at risk of developing irregular patterns of attendance at school. Early warning signs include:

- arriving late for school or classes
- missing lessons during the school day
- leaving school early
- a record of many absences through unexplained absences, illness or family reasons
- learning difficulties
- impact of bullying or harassment
- transition difficulties from one school to another
- health and wellbeing issues experienced by the student and/or their family members.

Yeronga State High School believes that timely follow up is a key strategy in reducing absenteeism and supporting students to make the most of every day of learning. This strategy presents the expectation to students that their absence is noticed and will be followed up. It also helps to keep parents/carers aware of the absences and the way the school is working to support the student to engage with learning.

## 4. Responsibilities

Yeronga State High School aligns to the Queensland Government [Five step approach](#) to ensure the following responsibilities are actioned:

- **Provide a positive school culture** that ensures a safe and supportive school environment that promotes positive relationships.
- **Communicate high expectations of attendance** consistently to students and the school community through the school's website, newsletters and enrolment package.
- **Record and follow-up student absences** to ensure consistent and effective processes for unexplained student absences. Timely follow-up is a key preventative strategy in reducing absenteeism.
- **Monitor student non-attendance** and analyse data to identify school and student absenteeism trends. Investigate absentee patterns and their relationship to factors such as the day of the week, the class/subject/year level, particular gender/cultural groups, and individual student's patterns of attendance.
- **Provide intervention and support** and liaise with other agencies such as the Queensland Police Service, Department of Communities, and local non-government organisations for assistance in addressing patterns of absenteeism and to support students and families, as appropriate.

### Parents/carers can support their child through:

- promoting the importance of attending school every day to achieve quality pathways to success
- establishing expectations of children to maintain daily routines to get ready and attend school
- communicating with the school if there are changes to your child's routine or you have concerns about their wellbeing
- knowing the procedure to notify the school if your child will be absent due to illness:
  1. Contact the **Yeronga State High School Student Absence Line**: 3249 1460 by 9.00am on the day of absence.
  2. Reply to the SMS message that the school sends to inform a student is absent from school.
  3. Provide the Care Teacher on the day of return to school a signed note stating the reason for the absence.

## 5. Strategies

At Yeronga State High School, we practice the following strategies to promote attendance at school every day by every student through:

- enabling students to access school support services to develop practical strategies to improve attendance provided by, for example, guidance officers, youth support coordinators, school chaplain and school-based youth health nurse
- supporting students at risk of poor attendance to build and maintain a positive relationship with a key staff member at school
- engaging with parents/carers to help develop daily routines that support students to attend school
- wide ranging forms of communication to parents/carers about the importance of school attendance and the department's strategies to support students at risk
- use of ID Attend to record and track attendance to ensure clear and consistent expectations are communicated for late arrival, early departure, fractional and whole day absences
- partnerships with external agencies, allied health professionals, senior guidance officers and department support to best support students with complex case management circumstances.

## 6. Responding, reporting and monitoring attendance

Yeronga State High School is committed to enabling students to access quality pathways to success. Precise and consistent approaches are in place to respond, report and monitor student attendance with the goal to:

- decrease the number of unexplained absences, whole day and fractional
- increase attendance rates to >92%
- promote a positive school culture to support student attendance and engagement.

### Attendance

Attendance is monitored at the commencement of each period through ID Attend and recorded on a student's OneSchool profile. Parents/carers can access their child's attendance record via [QParents](#).

When a student is absent without explanation for 3 or more days or a pattern of absence has been identified, authorised staff will contact the student's parent/carer to determine the reason for the absence and identify appropriate support strategies. Authorised staff will work with parents/carers to support them to meet their obligation that their child of compulsory school age attends on every school day, for the educational program in which the child is enrolled. Steps may include:

- assessing reasons for absence
- offering support to the family to improve attendance or implement alternative arrangements
- issuing notices
- seeking consent from the regional director to prosecute.

## 7. Related resources

[Everybody's Business: Student engagement and re-engagement in Queensland schools](#)

[Every day counts](#)

[Parent and community engagement](#)

[How can I get my teenager to go to school](#)

[Regular school attendance](#)

### Departmental Policies and Procedures

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

[Roll Marking in State Schools](#)