ATTENDANCE POLICY

WHAT WE DO:

Attendance at school is directly linked with student success. If a student attends school regularly, he/she achieves better outcomes in subjects and is more likely to be prepared for the world beyond school. Attendance means not only attending school every day, but also attending every lesson for all of that lesson. At Flagstone State Community College, the approach to student attendance involves the following:

1. Track – tracking each student's attendance to ensure they maintain an attendance rate of 92%. Student attendance is monitored closely and regularly by staff. High attendance is celebrated, while students with low attendance are supported to improve their attendance through implementation of individual attendance plans.
2. Link – student attendance is connected with and relates to high academic achievement and success. As such student attendance will be considered before students are permitted to attend extra-curricular activities such as sporting and cultural events, and special activities like camps, formal, jersey and leadership
3. Celebrate – student attendance targets which are met are recognised and celebrated by all.

OUR TARGET

At Flagstone State Community College, the aim is to achieve a minimum attendance rate for every student of 92%. This target of 92% means a minimum of 92% of all school days, regardless of absence notes/excuses supplied.

WHAT IT MEANS:

1. Students who maintain a minimum of 92+% attendance OR 100% attendance will be eligible for participation in extra-curricular activities and a range of rewards, including invitations to special events.
2. Students whose attendance is below 92% may apply for acceptance into extra-curricular activities through the relevant Deputy Principal. Permission to attend will be provided only after valid evidence justifying absences is provided.
3. Students may leave school only with valid reasons eg specialist appointments. Parents should make every attempt to arrange appointments outside of school hours. Students should be picked up from the school by a person on the student's contact list in Oneschool.
4. Students with high attendance achieve better results.

Each Student is to:
- Attend school every day, attending every lesson on time - Attend every lesson while at school - Track own attendance to ensure they meet the school requirements of 92% - Complete their attendance diary page, including percentage and attendance goal, during week five and week 10 of each term

Each Parent is to:
- Ensure your student attends every day of school, on time - Ensure the school is notified if your student is absent from school for any reason - Track your student's attendance to ensure they meet the school requirements of 92% - Ensure, when their student is being collected from school, that the person who collects them is on the Oneschool contact list

Each Form Teacher is to:
- Mark form roll on ID attend each day - During form class once every fortnight, use IDAttend to track student attendance for the fortnight and for the year - Twice per term, ensure students complete their diary attendance page in diary, celebrating attendance above 92% - Refer students with poor attendance to Year Coordinator

Each Class teacher is to:
- Mark class roll on ID attend every lesson - Monitor student attendance to class and send concerns to HOD - When organising an extra-curricular activity, ensure that the only students who are invited have an attendance rate above 92% (students below 92% may apply for excusal through the DP)

Each Year Coordinator is to:
- Monitor student attendance patterns - Discuss attendance on year level parade every week - Celebrate excellent attendance on year level parade - Organise rewards for excellence – see schedule over - Refer students demonstrating poor attendance to well-being team

The Attendance Officer is to:
- Provide monthly summary of attendance to administration officer to track attendance - Assist DP and PR in the completion of the Enforcement of Attendance letters for poor attendance - Provide weekly student attendance – indigenous – to CEC – Thursday - Notify staff members of ID attend issues

The Administration Officer is to:
- Identifies all students below 92% attendance (column three from left) and records on tracking excel document - Emails relevant DP to inform when completed - Produce 92%+ and 100% attendance certificates every term (end week 9)

The Head of Department Junior and Senior Secondary is to:
- Communicate with the relevant Deputy Principal regarding students with attendance below 92% - Publish list of students with attendance below 92% to whole of staff - Support year coordinator in the creation of reward activities for students achieving 92% and 100% attendance

The Deputy Principal is to:
- Organise attendance reminder letter for students in all year levels who are not meeting attendance requirements - Organise relevant Enforcement of Attendance letters for year 7 – 10 – sends details to HOD JS/SS for publishing to staff - Organise relevant cancellation warning or cancellation of enrolment letters for year 11 and 12 students – sends details to HOD SS for publishing to staff - Process extra-curricular excusal attendance applications

The Principal is to:
- Monitor year level and whole school attendance - Celebrate attendance on whole school parade weekly - Approve Enforcement of Attendance letters - Approve and send Recommendation to Prosecute letters - Approve Cancellation of Enrolment letters

CELEBRATION OF ATTENDANCE SCHEDULE

	92% + ATTENDANCE RATE – YEAR TO DATE	100% ATTENDANCE RATE – YEAR TO DATE
Term One:	Mid-term: Diary sticker: 92+%	Mid-term: Diary sticker: 100%
	End-term: Diary sticker: 92+% Certificate on year level parade	End-term: Diary sticker: 100% Certificate on year level parade Morning tea with Principal Prize draw
Term Two:	Mid-term: Diary sticker: 92+%	Mid-term: Diary sticker: 100%
	End-term: Diary sticker: 92+% Certificate on year level parade Sausage Sizzle: prize draw	End-term: Diary sticker: 100% Certificate on year level parade Morning tea with Principal Large prize draw
Term Three:	Mid-term: Diary sticker: 92+%	Mid-term: Diary sticker: 100%
	End-term: Diary sticker: 92+% Certificate on year level parade	End-term: Diary sticker: 100% Certificate on year level parade Morning tea with Principal Prize draw
Term Four:	Mid-term: Diary sticker: 92+%	Mid-term: Diary sticker: 100%
	End-term: Diary sticker: 92+% Certificate on year level parade INVITATION to end of year event – prize draw	End-term: Diary sticker: 100% Certificate on year level parade Morning tea with Principal – MAJOR prize draw INVITATION to end of year event

REMEMBER:

A Absence from any lesson, or part of a lesson, or form/parade, reduces attendance

B Lateness to school reduces attendance

C Leaving class early reduces attendance

D Leaving school early reduces attendance

WE AIM FOR 92% ATTENDANCE MINIMUM. 92% MINIMUM MEANS:

1 No more than 13 days off every year

2 No more than one day off every month

3 Over the course of high school, 92% minimum attendance means missing 78 days (over 1.5 terms)

4 Over the course of 13 years of schooling, 92% minimum attendance means missing 169 days of schooling – that is nearly one full year of learning

5 We believe that no more than 13 days of absence from school every year is more than reasonable for a healthy student

CAN YOUR STUDENT'S LEARNING BE THE BEST IT CAN BE IF THEY ARE NOT ATTENDING SCHOOL?