Attendance Policy

The MacGregor State High School Attendance Policy aims to ensure students and parents/carers value their learning and make every day count. Full attendance gives students the optimal chance for success.

Under s176(1) of the Education General Provisions Act 2006 (EGPA) each parent of a child who is of compulsory school age must ensure that the child is enrolled and attends school on every school day for the educational program in which the child is enrolled unless the parent has a reasonable explanation. Under s239(1) of the EGPA, each parent of a young person in the compulsory participation phase must ensure the young person is participating full-time in an eligible option, unless the parent has a reasonable excuse.
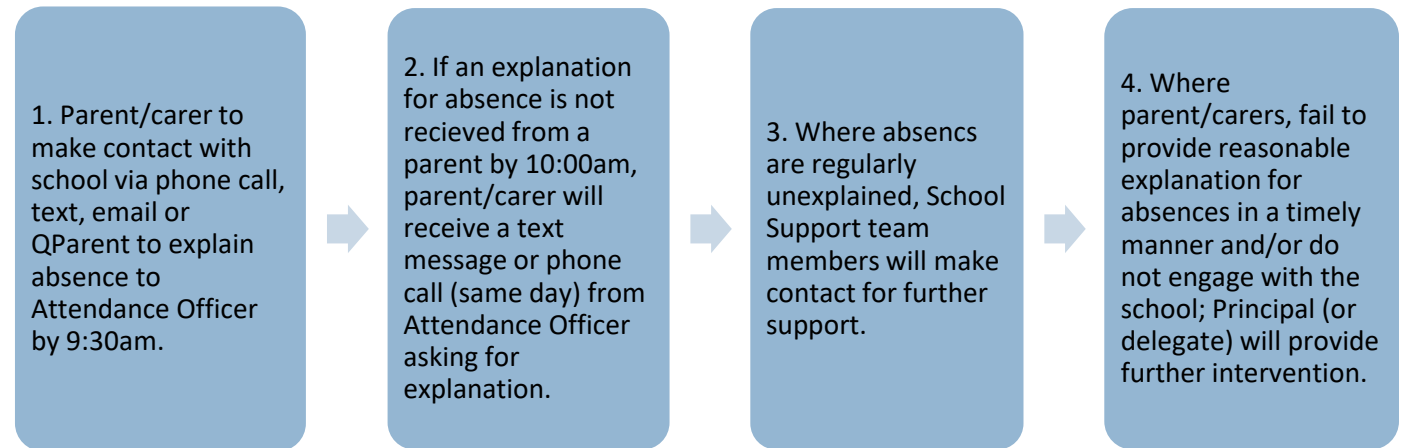
Responsibilities

Parent/Carer
Non-attendance/all day absences parent/carer must contact the school to provide a reasonable explanation for absence before 10am (via phone, text, email or Qparent). If a student is absent for a prolonged period >3 days a parent/carer will provide medical evidence of the student's absence. It is recommending a medical certificate is provided for each day sick. Medical certificates will be required to support any reasonable adjustments to assessment.
Where an absence is unexplained on a given day, a follow-up text, phone call, email or written explanation signed by the parent/carer (before or on the first day student returns to school), is required.
Application of exemption of attendance and documentation (for any justified absence over 10 days), e.g. medical, overseas flight details etc. needs to be provided to school Attendance Officer (AO) for students on extended leave, a minimum of 2 business days prior to departure. Principal decides on approval of school exemptions.
It is a responsibility of a parent/carer to ensure accurate and up-to-date contact details with the school and update contact details via school website (online form) or by contact (email/written) with the school.

Students
Attend school and classes on time with necessary equipment.
Arrive at school before 8.40am each day and be at clan (roll class) by 8.45am.
Report to Student Services to sign in late if arriving after 8:45am bell.
Remain on school grounds during school hours. If a student is required to leave school early, they must seek an early leave pass from students services, providing a signed note from parent/carer before 8:40am bell, for approval (leave request slip provided to exit class).
Student responsibility to make contact with teachers with regards to known future absences, or unplanned absence to organise to catch up on missed work.
Work with parent/carer to ensure a reasonable explanation has been provided to the school for all absences.

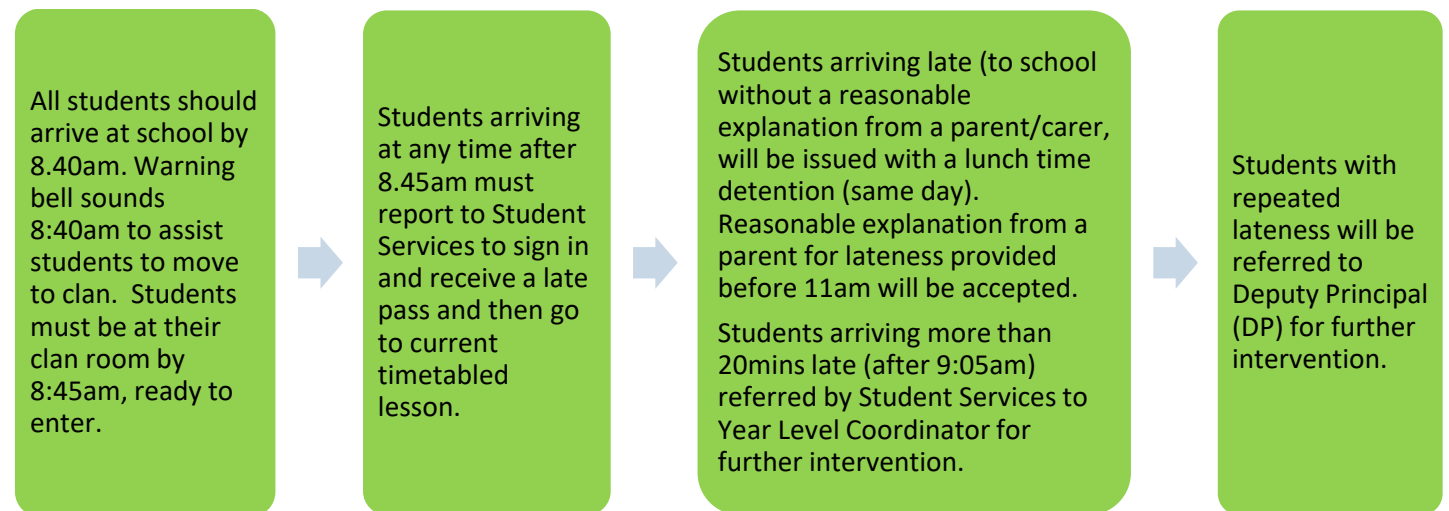| School |
|---|
| Attendance Policy is available for public access via website and/or school newsletter. |
| School will notify parent/carer and seek reasonable explanation where a student has an unexplained absence. |
| Monitor daily attendance in accordance with the departmental policy Roll Marking in State Schools. |
| School produces lists for roll marking for classes (OneSchool) and/or events (Daymap). Staff perform roll marking duties. |
| Support Team staff, Year Coordinator or Deputy Principal will provide additional support where students' attendance at school is adversely impacting their school participation. |
| School may enact Departments Failure to Attend processes for enforcing enrolment as deemed necessary by Principal (or delegate). |

Student Attendance

At MacGregor we support all our students to be the best they can be. We recognise that school engagement is an important part in this process. We expect all students to have an attendance rate at or above 95%.
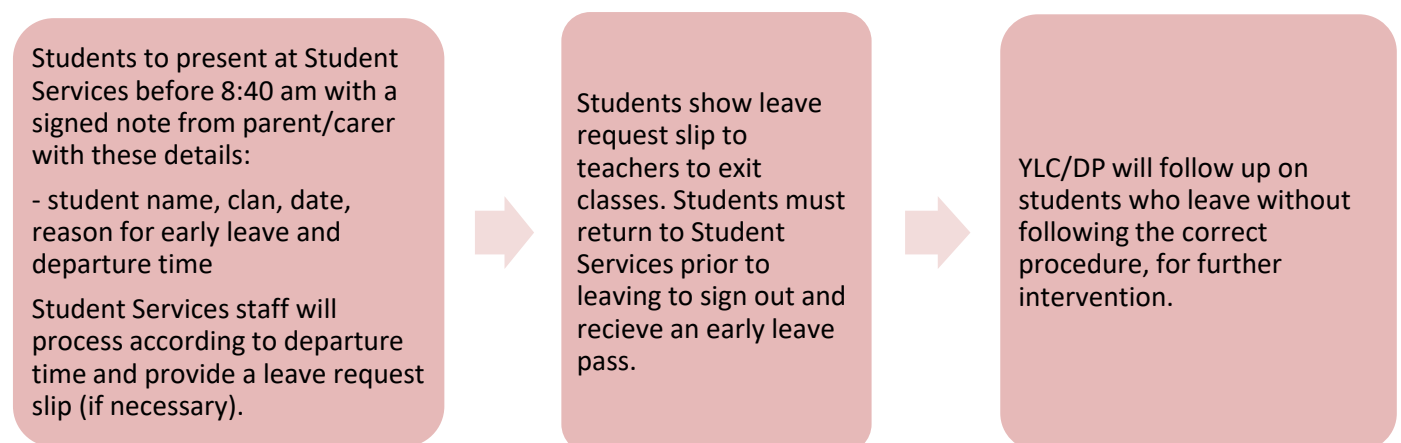
Student Attendance/Absence/Late/Early Leave
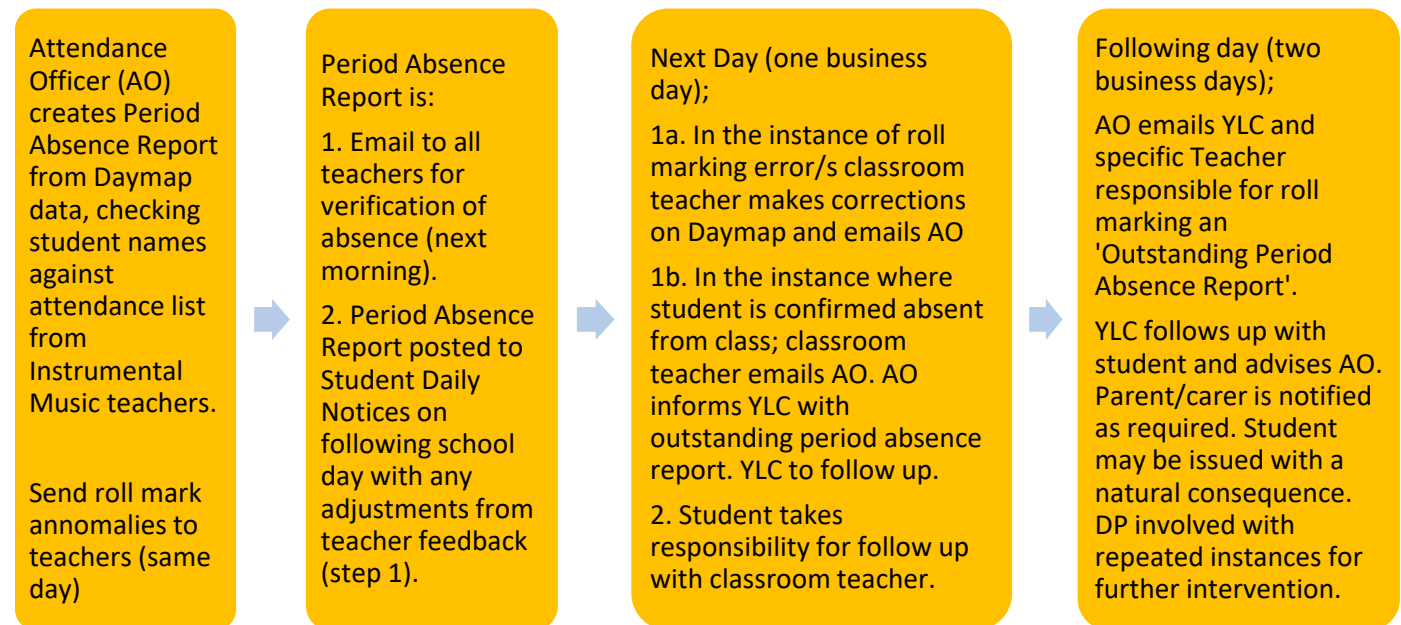
Student Absence

1. Parent/carer to make contact with school via phone call, text, email or QParent to explain absence to Attendance Officer by 9:30am.	2. If an explanation for absence is not recieved from a parent by 10:00am, parent/carer will receive a text message or phone call (same day) from Attendance Officer asking for explanation.	3. Where absencs are regularly unexplained, School Support team members will make contact for further support.	4. Where parent/carers, fail to provide reasonable explanation for absences in a timely manner and/or do not engage with the school; Principal (or delegate) will provide further intervention.

Student Late

All students should arrive at school by 8.40am. Warning bell sounds 8:40am to assist students to move to clan. Students must be at their clan room by 8:45am, ready to enter.	Students arriving at any time after 8.45am must report to Student Services to sign in and receive a late pass and then go to current timetabled lesson.	Students arriving late (to school without a reasonable explanation from a parent/carer, will be issued with a lunch time detention (same day). Reasonable explanation from a parent for lateness provided before 11am will be accepted. Students arriving more than 20mins late (after 9:05am) referred by Student Services to Year Level Coordinator for further intervention.	Students with repeated lateness will be referred to Deputy Principal (DP) for further intervention.

Early Departure Students

Students to present at Student Services before 8:40 am with a signed note from parent/carer with these details: - student name, clan, date, reason for early leave and departure time Student Services staff will process according to departure time and provide a leave request slip (if necessary).	Students show leave request slip to teachers to exit classes. Students must return to Student Services prior to leaving to sign out and recieve an early leave pass.	YLC/DP will follow up on students who leave without following the correct procedure, for further intervention.

Period Absences – Review Process

Attendance Officer (AO) creates Period Absence Report from Daymap data, checking student names against attendance list from Instrumental Music teachers. Send roll mark annomalies to teachers (same day)	Period Absence Report is: 1. Email to all teachers for verification of absence (next morning). 2. Period Absence Report posted to Student Daily Notices on following school day with any adjustments from teacher feedback (step 1).	Next Day (one business day); 1a. In the instance of roll marking error/s classroom teacher makes corrections on Daymap and emails AO 1b. In the instance where student is confirmed absent from class; classroom teacher emails AO. AO informs YLC with outstanding period absence report. YLC to follow up. 2. Student takes responsibility for follow up with classroom teacher.	Following day (two business days); AO emails YLC and specific Teacher responsible for roll marking an 'Outstanding Period Absence Report'. YLC follows up with student and advises AO. Parent/carer is notified as required. Student may be issued with a natural consequence. DP involved with repeated instances for further intervention.

All day Student Absence Process for Parent/Carer:

Parent/carer is required to contact the school in the instance that their child is absent and provide the following information:

- Parent/carers name
- Students name
- Students Clan
- Date of absence
- Reasonable explanation for absence. If there is no reasonable explanation, please seek support from the school, e.g. refusing to attend.

Contact may be made using:

- Phone 3347 3560 (to leave a message)
- Text 0429 127 698
- email: absence@macgregorshs.eq.edu.au
- QParent

MacGregor State High School classrooms do not have individual phone or intercom connections. Therefore, where a student needs to leave early we ask a parent to provide a signed note at the beginning of the day to Student Services with an explanation to ensure we can efficiently and proactively support these requests. There will be delays if these requests are made when unannounced in person or by phone, text or email received just before departure time. The school cannot guarantee messages from parents/carers can be delivered in a timely manner throughout the school day.

Roll marking procedures

Clan Teachers (8:45am – 8:55am)

Teachers use visual and verbal confirmation when recording whether a student is present or absent (i.e. call each student's name, await a verbal response from the student and sight the student who provided the response, count the students present match the number marked present) as per Education Queensland Roll Marking policy.

Clan Teachers responsibilities include:

- Collecting Clan Communication folder from Student Services between 8:15 - 8:45am each morning.

- Electronically mark roll on Daymap. Students arriving after 8:45am are sent to Student Services to sign in late.

- Check through Clan Communication Folder before Clan for any communication.

- Arrive at Clan Classroom before 8:45am each morning.

- Use emergency/fire drill roll only when you cannot access electronic roll marking (Daymap). This must be signed and dated.

- Return Clan Communication Folder to Student Services before Period 1 each day.

- Students signing in late through Student Services will have a late pass and this will be visible on Daymap class rolls.

- Students present in clan (at school) but with a BLUE "X' (approved absence for the day e.g. TAFE, Apprenticeship etc.) must be sent immediately to Attendance Officer to adjust roll marking for that day.

- In the instance where electronic rolls are not working, teacher must mark hard copy roll (in Clan Communication Folder) and return to Student Services before period 1.

- During Clan time Teachers will share notices, check Clan Communication Folder for handouts to distribute, check student wellbeing and support students with uniform breaches.

Classroom Teachers (period 1-4)

Teachers use visual and verbal confirmation when recording whether a student is present or absent (i.e. call each student's name, await a verbal response from the student and sight the student who provided the response, count the students present match the number marked present) as per Education Queensland Roll Marking policy.

Classroom Teachers responsibilities include:

- Teachers are responsible for ensuring a roll is marked for each class including supervisions.

- Teachers at MacGregor State High School complete electronic roll marking using Daymap within the first 15 minutes of the class.

- Any student with a RED "X" (period absence) on a roll but present in a class that same day, must be sent immediately to the Attendance Officer in Student Services.

- In the instance where electronic rolls are not working, teachers will mark a hard copy roll and deliver it to AO as soon as possible. Alternatively, Teachers email Attendance Officer with class roll and class code.

Excursions, school activities expectation

Staff will send an email to Attendance Officer at least two business days ahead of an event for support. This email must include student lists for all excursions, sports, school activities etc., advising the date and time to be covered and the supervising teachers.

Once a calendar event has been approved/created on the supervising teacher's timetable (Daymap), Attendance Officer will email supervising teacher to check class list for the event is accurate. Teacher will be able to access the class lists for the event/activity via Daymap.

Student learning timetable/adjustments

If a student makes a change to their learning program they will attend class with a new timetable (teacher will check date is current). If the student is not on the class roll but has a current timetable they will join the class. Teacher will notify Attendance Officer to update student attendance record for that same day.

All students attending a class must have a timetable to show their teacher. If a student attending a class is not on the teacher class roll and cannot present a timetable to confirm enrolment in the class, the student will be sent to the Attendance Officer in student services for further support.

APPENDIX 1 - MACGREGOR STATE HIGH SCHOOL; Every Day Counts

Student Attendance

The MacGregor State High School Attendance Policy aims to ensure students and parents/carers value their learning and make every day count. Full attendance gives students the optimal chance for success. You can track your attendance rate on Daymap.

Attendance Percentage	Are you being your best?	Number of Absent Days/Term	Number of Absent Days Year
95% or greater	**The Best We Can Be!** **Great work. You are giving yourself every opportunity to succeed at school!**	**2.5 days/term**	**10 days/year**
90-94%	**This is still really good. How can we support you to increase your engagement?**	**3.5 - 5 days/term**	**14- 20 days/year**
76-89%	**Your engagement is impacting your opportunities to learn. We will support you to improve your attendance rate.**	**5.5 -12 days/term**	**22-48 days/year**
75% or less	**Your attendace rate is adversely impacting school engagement. Our Support Team will provide further intervention so that you can be your best.**	**12.5 days**	**50 days/year**

Arriving on Time to Every Class

At MacGregor we strive to be 'the best we can be'. This means that we value school engagement and support all our students to arrive on time to all their lessons with their necessary equipment. We know that arriving late to school or lessons has a detrimental impact on student engagement.

Minutes per day	That equals..	Which is….	Which is…	And over 13 years of schooling that's…
0 minutes. The Best We Can Be! **This is fantastic! Keep it up!**				
5 minutes	**25 minutes per week**	**4 + hours per term**	**13 hours** **2.5 days per year**	**Over 7 weeks of school**
10 minutes	**50 minutes per week**	**8+ hours/1.5 school days per term**	**26 hours** **1 week per year**	**1 and a half terms of school**
20 minutes	**1 hour and 40 minutes per week**	**16 hours/3 school days per term**	**52 hours** **2 weeks per year**	**3 terms of school**
30 minutes	**2.5 hours/0.5 days per week**	**25 hours/1 week per term**	**100 hours** **4 weeks per year**	**1 year and 5 weeks of school**