

Attendance Policy



MANGO HILL
STATE SECONDARY COLLEGE

Respectful, Engaged, Aspiring Learners for the world of tomorrow



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Attendance Policy

Introduction

The Mango Hill State Secondary College Attendance Policy outlines procedures used to manage and respond to student attendance, including roll marking procedures, responses to unexplained absences, and responses to students identified with attendance concerns. The policy aims to ensure that students and parents/carers value learning and make every day count. Full attendance gives students the optimal chance for success and we aim for students to reach our college target of 90% attendance.

Our College processes are informed by departmental policy and procedure, and associated guidelines. These include:

- [Roll marking in State Schools Procedure](#)
- [Managing student absences and enforcing enrolment and attendance at state schools Procedure](#)

A 90% attendance rate is the equivalent of missing 4 school weeks across the year (20 school days). While at school, students are required to attend all classes on their timetable, including CARE class at the start of each day. Failure to attend any classes while in attendance at school is considered truancy.

Missing Just	Equates to	Which is
10 minutes per day	50 minutes per week	Nearly 1 ½ weeks per year
20 minutes per day	1 hour and 40 minutes per week	Over 2 ½ weeks per year
30 minutes per day	Half a day per week	4 weeks per year
1 hour per day	1 day per week	8 weeks per year

Responsibilities

The responsibilities of Parents and Carers, Students and the College in regard to attendance are outlined below:

Parents and Carers will:

- Ensure their child of **compulsory school age** (under the age of 16 and/or not yet finished Year 10) is enrolled and attends a school, on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse.
- Ensure their child in the **compulsory participation phase** (*over the age of 16 and/or finished Year 10*) is participating full-time in an eligible option, unless the parent has a reasonable excuse.
- Ensure up to date and accurate contact details to enable effective notification regarding attendance.
- Minimise disrupting their child's school day and/or term so their child has the best opportunity to learn (*e.g. appointments, holidays etc.*)
- Ensure their child arrives at school on time, contacting the College to explain any late arrivals at the time of arrival or same day via phone / COMPASS Portal.
- Advise the College in advance of any planned early departures via signed note from a parent or carer, COMPASS Portal or via phone, prior to the departure time.
- Ensure their child follows the Colleges processes and procedures for late arrival and early departure.
- Contact the College to explain any non-attendance at school before 9:30am (via phone/through the COMPASS Portal).
- Where an absence/late arrival is unexplained on a given day, respond to same day SMS notifications for all unexplained absences, on the day of the absence.
- For any planned justified absences greater than 10 days, provide application for exemption of compulsory schooling and associated documentation (*e.g. Medical documentation, overseas flight details etc.*) prior to the planned absence, for Principal approval.
- Ensure timely communication regarding exiting the College, including details of the child's enrolling school.



Students will:

- Attend school and classes on time and ready to learn.
- Arrive at school before 8.35am each day and attend CARE by 8.40am.
- Report to the Administration Building to sign in late if arriving after CARE.
- Remain on school grounds during school hours.
- If exiting early, provide a signed note from parent/carer (unless prior contact has been received) and exit via the Administration Building.
- Contact teachers with regards to known future absences that are expected to impact on your learning, to arrange missed work.
- Comply with the College Learning Policy related to extensions in response to absences.
- Work with parent/carer to ensure a reasonable explanation has been provided to the college for all absences.

The College will:

- Ensure that the Attendance Policy is available for public access via website and support students, parents/carers to understand their obligations regarding attendance.
- Notify parents/carers and seek reasonable explanation where a student has an unexplained absence through a same day SMS notification.
- Monitor daily attendance in accordance with the departmental policy Roll marking in State Schools Procedure
- Support teachers to understand and enact their roles and responsibilities related to roll marking.
- Implement procedures to manage roll marking in instances when the COMPASS Portal is unavailable e.g. paper rolls.
- Implement procedures to manage appropriate roll marking associated with events e.g. excursions.
- Support staff, Heads of Year, Heads of Department and/or Deputy Principals to provide additional support where students attendance is a concern and/or attendance at school is adversely impacting their learning program.
- Enact Departments Failure to Attend processes for enforcing enrolment as deemed necessary by Principal (or delegate).

Communication

Absences can then be explained through the Compass Parent Portal or by contacting the College directly.

- Attendance Line: (07) 3817 7555 option 1 The student absence line has a voicemail service available 24 hours a day.
- Attendance Email: attendance@mangohillssc.eq.edu.au

SMS Notifications Regarding Unexplained Absences and Arrivals

For all arrivals late to school (explained or unexplained) and for all absences not yet explained by 10:00am daily, an SMS will be sent notifying of a student's arrival / unexplained absence. Please note that only one parent can be nominated to receive the SMS for absences or late arrivals, and this parent or carer must be listed as residing at the residential address for their child. If your child resides across multiple addresses, we request that you coordinate the sharing of this information between parents and carers to support the attendance process.

Consecutive Absence and Unexplained Absence Communications

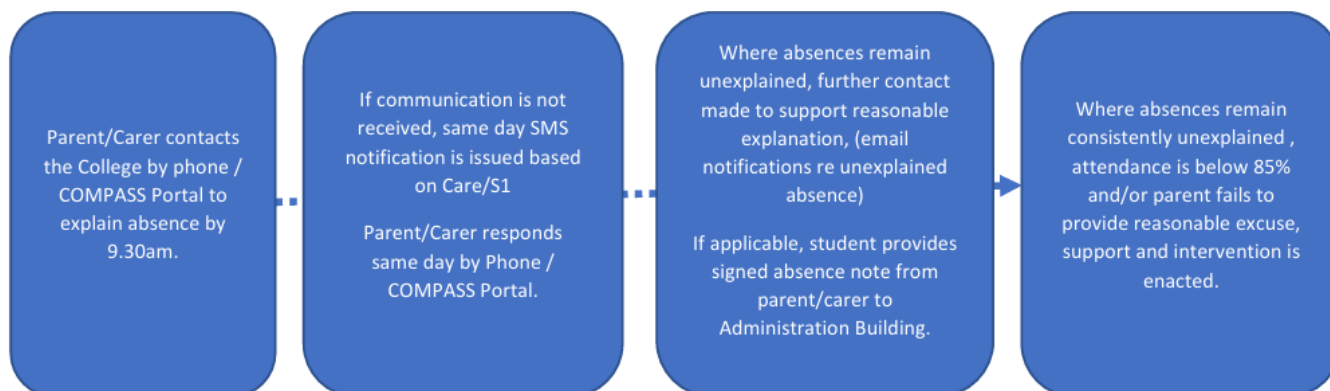
It is important that all absences are explained on a student's attendance record. To support this, we will communicate through SMS, emails and letters. Emails will be sent weekly through Compass regarding unexplained absences that remain following same day SMS communications. Unexplained absent letters are also issued each term. If a student is absent for three consecutive days without explanation, we may be in contact to offer support for any ongoing issues and explain that relevant documentation should be provided for longer absences. This may be in the form of a letter or email.



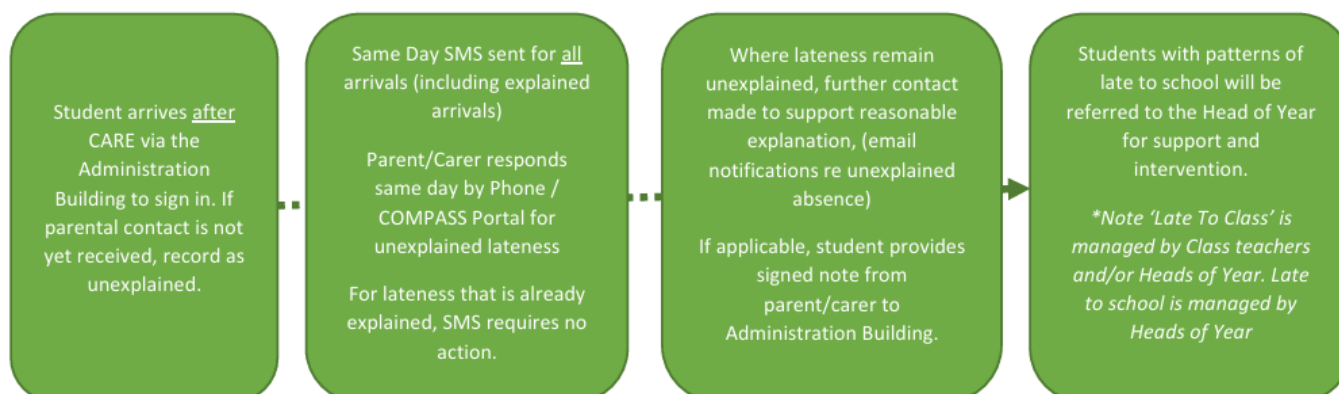
Student Attendance Procedure

Rolls are marked daily on the COMPASS Portal by teachers. Rolls for CARE and Session 1 are used to determine student attendance for the day and inform same day SMS notifications regarding unexplained absences sent at 10am daily. Students are expected to follow the College procedures related to late arrival and early departure, to ensure accuracy of roll marking procedures.

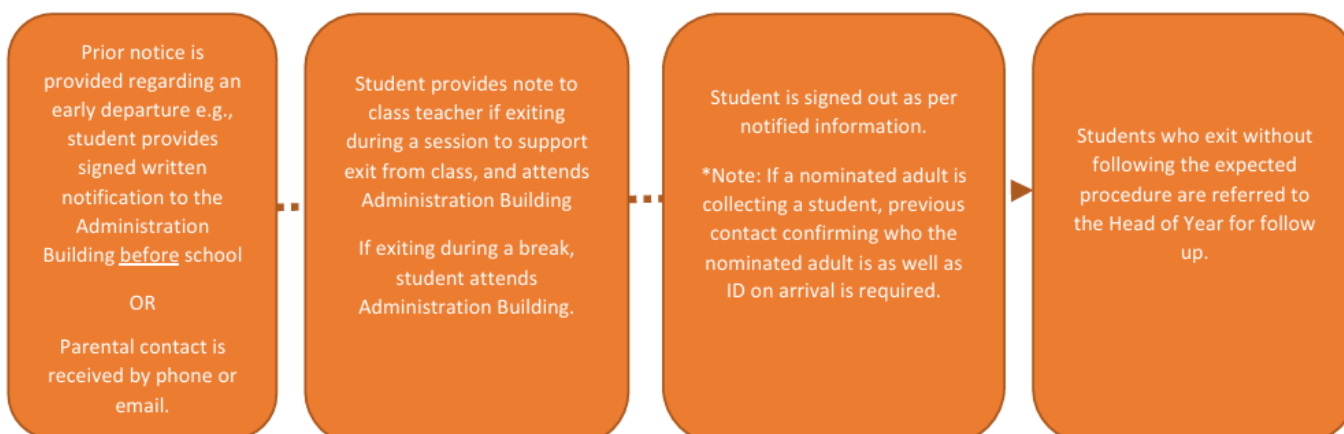
For Student Absence from school:



For Student Late to School:



For Early Departure from School:





Excursions and School Activities

For Excursions and school activities that alter a student's normal timetabled classes, event rolls and group activities will appear on a student's Compass Timetable. Roll marking for these events will be consistent with roll marking guidelines, and regular class rolls may be cancelled if not occurring at the time of the event. Event and activity rolls are used for activities such as Instrumental Music, Camps, Excursions and Incursion, and support programs for individual students.

Procedures for supporting Students with Attendance Concerns

As outlined in the Managing student absences and enforcing enrolment and attendance at state schools' policy, each parent of a child who is of compulsory school age (under the age of 16 / not yet finished Year 10) 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 excuse. For students who are of compulsory participation age (16 years or has reached the end of Year 10 – whichever comes first), attendance is one factor which may be considered when making decisions about cancelling a student's enrolment. Early identification of students whose attendance is not regular is crucial to minimising student absences and support students to engage with schooling. The College implements monitoring processes to assess patterns of student non-attendance and identify students whose attendance causes concern. This includes:

Early intervention for patterns of attendance concern:

- Teachers monitor patterns of attendance for individual classes and contact parents/carers where concerns arise. This includes concerns related to non-attendance during assessment periods and due dates as outlined in the MHSSC Learning Policy.
- Teachers address student lateness to class. Teachers refer persistent lateness to a particular subject to the Head of Year.
- Heads of Year support Teachers to address persistent lateness to a particular subject. Follow up occurs with students, parents/carers to support improvement.
- Heads of Year monitor persistent lateness to school, and persistent lateness to class across a range of subjects. Follow up occurs with students, parents/carers to support improvement.
- Heads of Year monitor full day truancy. Follow up occurs with students, parents/carers to support improvement.
- Heads of Year monitor class truancy. Follow up occurs with students, parents/carers to support intervention.

Intervention for students with below 85% attendance:

- Heads of Year monitor student attendance below 85%. Reasons for non-attendance are reviewed to determine next steps for case management.
- For case managed students, Heads of Year work with students, parents and carers to support improvement. This includes:
 - Contact with parents/carers to seek information and ascertain any reasons for the absences, recording all communication on OneSchool.
 - Implementing strategies to support improved attendance, including monitoring processes.
 - Maintain regular checks of student attendance for all case managed students.
 - Referring for further review and action where you are unable to effect and improvement in attendance.



Students with Chronic Absenteeism/ continued patterns of absenteeism following Intervention:

- Heads of Department for Junior, Middle and Senior Secondary engage with students, parents and carers to assess reasons for absenteeism. This can include a Notice of Concern sent via registered post to initiate meeting to discuss concerns and supports available.
- Heads of Department for the Phase case manage students with chronic absences and facilitate supports for improvement. Referral to internal and external support services as appropriate.
- Heads of Department for the Phase continue to monitor student attendance. If attendance patterns do not improve, or parents/carers are not responsive to contact, referral is made to the Year Level Deputy Principal who implements the Failure to Attend process.
- For students who demonstrate school refusal, Heads of Department for the Phase and/or Year Level Deputy Principal supports parents/carer and students to consider available options for learning.

If you have concerns regarding your child's attendance at school, including supporting them to engage with schooling following extended absences or patterns of absence, please contact your child's Head of Year using the contacts below:

- | | |
|------------------|--|
| • Year 7 | 7HOY@mangohillssc.eq.edu.au |
| • Year 8 | 8HOY@mangohillssc.eq.edu.au |
| • Year 9 | 9HOY@mangohillssc.eq.edu.au |
| • Year 10 | 10HOY@mangohillssc.eq.edu.au |
| • Year 11 and 12 | SeniorHOY@mangohillssc.eq.edu.au |

Exemptions from Compulsory Schooling

The Exemptions from compulsory schooling and compulsory participation procedure outlines the reasons in which a student can be consider exempt from schooling.

An exemption from compulsory schooling or the compulsory participation phase is available when a child or a young person cannot attend or it would be unreasonable in all the circumstances to require them to attend school or participate in an eligible option for a period of more than 10 consecutive school days.

An exemption excuses parents/carer from their legal obligation to ensure that their child:

- of compulsory school age is enrolled at or attends a school; or
- in the compulsory participation phase is participating full-time in an eligible option or a combination of eligible options.

Exemptions should be applied for, and a decision made on the application by the Principal, prior to the proposed exemption period. In exceptional circumstances – where it is not known if the duration of the circumstance will exceed 10 consecutive school days (such as the child or young person becoming ill) – the exemption application does not need to be submitted or approved in advance. If approved, a child's absence for the exemption period will be recorded as an exemption from school in OneSchool. Exemptions from schooling are subject to Principal approval.

Flexible Arrangements

A flexible arrangement allows for all or part of a student's educational program to be delivered by an alternative education provider, where it is in the best educational interest of the student. A flexible arrangement can occur on or off a school site, and the program should be equivalent to the student's full-time participation at school.



The alternative education provider could be another school (either state or non-state) including schools of distance education, a private education provider, a registered training organisation, or a community organisation

that offers special programs for children and young people. There are a wide variety of circumstances in which a flexible arrangement might be appropriate for a student, such as:

- a secondary student (e.g. in Year 10) who wants to study a subject at another school because that subject is not offered at their school
- a student attending a Positive Learning Centre full time while remaining enrolled at their school
- a student with disability whose education program is being provided by a community organisation in combination with their school.

A flexible arrangement may be proposed by a parent, a student, or the school. The College will assess the student's needs, expected learning outcomes from the flexible arrangement, and suitability of the alternative education provider. The College will then provide advice to the authorised entity. If the student is of compulsory school age, a parent must give written consent to the arrangement. If the student is in the compulsory participation phase, they must sign the agreement. Written agreement must also be sought from the alternative education provider.

While on an approved flexible arrangement, a student maintains their enrolment at the College.

Exiting Students

Parents/Carers of Students exiting the College are required to complete an exit form prior to the student commencing at a new school. This supports the College to confirm that a student has moved to a suitable learning option and able to confirm that enrolment is considered ended. Exit forms can be requested through the Administration Building, or by emailing enrolments@mangohillssc.eq.edu.au.