



# Salisbury State School

## Daily Absenteeism Policy and Procedures

The purpose of this policy is to monitor student attendance on a daily basis, in accordance with Education Queensland (EQ) legal requirements, to ensure the safety and protection of all students.

### **Procedures and responsibilities**

#### Parents and/or caregivers – advise the school of any absences or late arrivals

Parents are requested to inform either their classroom teacher or the school office in writing, or by leaving a voice message on the school's phone system, if they know of any days their child will be away for any reason, or if their child is absent due to illness or going to be late on any given day.

#### Students – report to the school office for a late slip if they are late to school

If a student arrives at school after the second morning bell at 8.55am they are required to report to the school office to receive a late slip and have their attendance recorded after the official school roll have been done. The late slip is then given to the classroom teacher upon arrival in class so they are aware the student's attendance has been legally recorded in accordance with EQ procedures.

#### Teachers – record attendance on OneSchool twice daily and complete absenteeism forms

Teachers are legally required to record student attendance twice daily and EQ provides the OneSchool roll marking facility to do this. The roll is required to be completed by 9.15am each morning and 2pm each afternoon.

After the morning roll teachers will also complete the internal absence form and hand it into the office for collation and follow up. Any known reasons for student absence will be recorded on this form.

In the event electronic roll marking is unable to be used teachers will complete a paper roll and either hand it into the school office after completion or enter it electronically once the online system becomes available within 24 hours of the roll being taken.

#### School office staff – Collation and follow up of information with all parties

Each school morning office staff will collate the information, from the parent/caregiver messages and internal forms completed by teachers, to check which students have unexplained absences. Office staff will also check class electronic rolls to ensure they are completed and collate any paper copies from relief teachers or when electronic methods are not able to be used.

Parents of any student who is absent with no known reason to the school will be phoned to check if their child is actually away for the day or part thereof.