



# William Ross State High School Attendance Framework

**Strategic Intent** *The purpose of this framework is to provide clarity and an intentional, data driven focus on improving attendance rates at William Ross SHS. At William Ross SHS we have a **shared believe** that every student can achieve. **We believe** that every day in every lesson, every student is learning. **We promote** that it is not ok to be away. **We expect** 95% or better of each and every student enrolled at our school.*

## Actively Pursuing Our Goal

- ✓ Attendance Updates – Every Year Level Assembly
- ✓ Year Level Coordinators intensively case managing students at risk
- ✓ Awesome Attendance Rewards Day – every term in Week 10 (Yr. 7 – 12)
- ✓ Attendance Recognition Certificates (Yr. 7 – 12)
- ✓ Student to analyse individual attendance data through the embedded Academic Audit Process
- ✓ Senior Formal & Junior Rewards Day – linked with attendance criteria

Students whose age qualifies them as post compulsory schooling who consistently demonstrate unexplained Part Day & Full Day Absences may have their enrolment at William Ross State High School cancelled. Under the *Education (General Provisions) Act 2006 (QLD)* the Principal can cancel the enrolment of a post compulsory school age student if the student refuses to participate in the educational program.

### Part Day Absence (Including Session Truancy)

Class Teachers will keep records of student attendance and investigate student absence, including **lateness**. Where the absence is found to be unapproved (e.g. truancy). The class teacher sets appropriate consequences and records action and contact regarding incident on OneSchool. This is a baseline expectation.

If truancy ceases, classroom teacher monitors as per normal.

If truancy continues and is persistent, classroom teacher refers to via One School to the HoD who will assist where a student does not comply with the consequences set by teacher. HoD to set and record appropriate consequences on One School (including parent contact).

Truancy continues student is placed on Attendance Card by YLC. Consequences continued to be applied for truancy by HoD and/or Administration. Contacts documented via OneSchool.

There is persistent documented pattern of truancy and all school interventions processes have been exhausted. Referral to Administration via One School from HoD or YLC.

### Full Day Absence & School Refusal

PEC teachers will keep records of student attendance and identify **patterns** of student absence. PEC teacher informs relative YLC for investigation. YLC makes contact with home and documents contact via OneSchool.

If pattern of absence continues access YLC sends attendance letter home and documents via OneSchool.

If pattern of absence ceases, no further action is taken.

If pattern of absence continues Deputy Principal issues Failure to **Ensure Attendance Notice – Form 4**. Parent/guardian is asked to attend meeting at WRSHS.

If pattern of absence ceases, no further action is taken.

No change within 5 school days. Deputy Principal issues Failure to **Ensure Attendance Warning Notice – Form 5**.

If pattern of absence ceases, no further action is taken.

There is persistent documented pattern of absenteeism and all school interventions processes have been exhausted. Deputy Principal under the *Education Act (General Provisions) 2006* completes **Recommendation to Prosecute** via OneSchool