Attendance and Engagement Policy

Rationale

All Queensland schools are committed to providing safe and supportive learning environments which address the educational needs of all students.

Brisbane School of Distance Education expects that every student will attend and engage with the school every week of the school year unless prevented by reasonable circumstances from doing so.

Brisbane School of Distance Education Attendance and Engagement Policy aims to maximise participation in all learning programs by all students.

School community beliefs about the importance of attending school

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. Brisbane School of Distance Education is committed to promoting the key messages of Every Day Counts:

- all children should be enrolled at school and attend and engage in school activities on every school day
- schools should monitor, communicate and implement strategies to improve regular school attendance and engagement
- truanting can place a student in unsafe situations and impact on their future employability and life choices
- attendance at school is the responsibility of everyone in the community.

Expectations of School Staff

At the Brisbane School of Distance Education we expect that:

- all staff will support and enact the Attendance and Engagement Monitoring Process.
- all staff will mark attendance rolls for any school activity that they are responsible for (scheduled lessons, activity days, sports days, camps etc.) through OneSchool or other prescribed electronic databases.
- all staff will accurately record and monitor the engagement of students within their subject classes (Return of Work (ROW), email/phone contact etc.) through OneSchool or other prescribed electronic databases.
- teachers set high expectations with regard to attendance and engagement.

Expectations of Students

At the Brisbane School of Distance Education we expect that:

- every student will attend scheduled lessons every week of school throughout the year.
- students are engaged by completing all tasks, by the advertised due date, as outlined in the subject Work Rate Calendar.
• students are aware of the policies of the school as outlined in the Information Policy and Procedures handbook.

• students ensure their parents/caregivers/supervisors provide the school with an email/phone call explaining absences from scheduled lessons.

• after any absence, students will ensure that all missed work is completed according to the details of the work rate calendar for each subject.

**Expectations of Parents/Caregivers/Supervisors**

At the Brisbane School of Distance Education we expect that:

• parents/caregivers/supervisors actively support the school in ensuring their student(s) attend and engage in BSDE programs every week of the school year.

• parents/caregivers/supervisors provide an email to the school if the student is going to miss or has missed a scheduled lesson.

• parents/caregivers/supervisors give forewarning of known future absences. Single day/week absences to the Absence email, longer term absences through to the relevant DP.

• parents/caregivers/supervisors are aware of the policies of the school as outlined in the Information Policy and Procedures handbook.

• parents/caregivers/supervisors will actively and promptly ensure that students have caught up on all of the missed work, as outlined in the work rate calendar for each subject.

**Strategies**

At Brisbane School of Distance Education we promote 100% attendance by:

• promoting a positive and supportive environment.

• working with students and families/schools to address non-attendance and non-engagement.

• ensuring consistent follow up of non-attendance and non-engagement with students/parents/caregivers/supervisors.

**Responses to non-attendance and non-engagement**

At Brisbane School of Distance Education, we are committed to improving attendance and engagement. In alignment with the BSDE Attendance and Engagement Monitoring Process,

• ROW follow-up is based on systems established within each subject department. Department procedures should be pro-active and supportive whilst attempting to re-engage students.

• teachers in the first instance should make contact with parents/caregivers/supervisors to report concern regarding attendance and engagement, and implement strategies to improve behaviour.

• teachers refer non-compliance of engagement to HoDs.

• teachers/HoDs/YLC will monitor and follow up on breaches of Attendance and Engagement.

• persistent non-compliance will be referred to DPs.
At Brisbane School of Distance Education the consequences or impacts of unexplained or unauthorised absences might include the following:

- referral to YLC / HoD / DP
- referral to Senior Pathways team (for Yr 11-12) for adjustment to programs
- referral to GOs / HoSES or outside agencies for possible adjustment to programs
- meetings/teleconferences with parents/caregivers/supervisors
- formal processes as per Education Queensland policy up to and including cancellation of enrolment or referral to the Director General for prosecution under the Education (General Provisions) Act.

**Reporting and monitoring attendance**

At Brisbane School of Distance Education reports of absence are taken seriously. Students, parents, members of community and school staff may report an absence in the following ways:

- single day/week absence – parent email to absences@brisbanesde.eq.edu.au (See school website for further details.)
- longer term absence – telephone or email to the relevant DP.

**Document abbreviations**

HoD – Head of Department
GO – Guidance officer
HoSeS – Head of Special Education Services
DP – Deputy Principal
YLC – Year level coordinators

**Some related resources**

*Education (General Provisions) Act 2006*


*Every Day Counts*


*Departmental Policies*

**Managing student absences and enforcing enrolment and attendance at state schools**

Procedure for managing student absences and enforcing parents’ obligation to ensure their child/children are enrolled and attend school or participate in their eligible option on every school day.


**Definitions**

The definitions form part of the document “Managing student absences and enforcing enrolment and attendance at state schools”. Use link above and scroll down to the “Definitions”. 