



Jondaryan State School - Attendance Policy

Attendance at school is directly linked with student success.

If a student attends school regularly, he/she achieves better outcomes in subjects and is more likely to be prepared for the world beyond school.

Attendance means not only attending school every day, but also attending every lesson for the whole of that lesson.

At Jondaryan State School we:

- **Track** – tracking each student’s attendance to ensure they maintain an attendance rate of 95%. Student attendance is monitored closely and regularly by staff. High attendance is celebrated, while students with low attendance are supported to improve their attendance.
- **Link** – student attendance is connected with and relates to high academic achievement and success. Student attendance will be considered before students are permitted to participate in rewards or extra curricula activities.
- **Celebrate** – student attendance targets which are met are recognised and celebrated by all.

Our Attendance Target

At Jondaryan State School our aim is for every student to achieve a minimum attendance rate of **95%**, (this is the target of the DDSW region).

This means a minimum of **95%** of all school days, regardless of absence notes/excuses supplied.

- Students who maintain a minimum of 92+% attendance OR 100% attendance will be eligible for participation in extra-curricular activities and a range of rewards, including invitations to special events.
- Students may leave school only with valid reasons e.g. specialist appointments. Parents should make every attempt to arrange appointments outside of school hours. Students should be picked up from the school by a person on the student’s contact list in OneSchool and signed out at the office
- Students with high attendance achieve better results.

	Roles and Responsibilities
Students	<ul style="list-style-type: none">- Attend school every day, attending every lesson on time- Attend every lesson while at school- Track own attendance to ensure they meet the school requirements of 95%
Parents	<ul style="list-style-type: none">- Ensure your student attends every day of school, on time- Ensure the school is notified if your student is absent from school for any reason- Ensure, when their student is being collected from school, that the person who collects them is on the OneSchool contact list and they are signed out at the office

Class Teacher	<ul style="list-style-type: none"> - Mark class roll on ID attend every lesson - Monitor student attendance to class and send concerns to Principal - Reward student attendance with points each day
Admin / Principal	<ul style="list-style-type: none"> - Monitor student attendance patterns - Discuss attendance on parade - Celebrate excellent attendance on parade - Organise rewards for excellence - Produce attendance certificates for students with 95% or above every term - Produce ice-cream vouchers for students with 95% or above every term - Contact parents of students with poor attendance - Organise attendance reminder letter for students in all year levels who are not meeting attendance requirements - Organise relevant Enforcement of Attendance letters - Monitor year level and whole school attendance - Celebrate attendance on whole school parade weekly - Approve Enforcement of Attendance letters - Approve and send Recommendation to Prosecute letters