



Rationale

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs. Research shows that in Queensland, higher student attendance is associated, on average, with higher student's achievement. Additionally, attending school every day helps children to build social and emotional skills such as communication, teamwork and resilience.

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school in order to maximise a young person's potential. At Miami SHS, through our vision, mission and values we strive to ensure every student personal learning journey through secondary school and one that best positions every student for a learning pathway beyond school.

Miami State High School:

- is committed to promoting the key messages of [Every Day Counts](#)
- believes all children should be enrolled at school and attend school all day, every school day
- monitors, communicates and implements strategies to improve regular school attendance
- believes truancy can place a student in unsafe situations and impact on their future employability and life choices
- believes attendance at school is the responsibility of everyone in the community.

Compulsory Schooling

Each parent/carer of a child who is of Compulsory School Age must ensure that the child is enrolled at a state school or non-State school and attends on every school day for the educational programs in which the child is enrolled unless the parent/carer has a [reasonable excuse](#). A child is of Compulsory School Age if the child is at least 6 years and 6 months, and less than 16 years. However, a child is no longer of compulsory school age if the child has completed Year 10.

Each parent/carer of a young person in the Compulsory Participation Phase must ensure the young person is participating full-time in an eligible option, unless the parent/carer has a reasonable excuse. A young person's compulsory participation phase starts when the person stops being of compulsory school age (i.e., turns 16 or completes Year 10 whichever comes first) and ends when the person either:

- gains a Certificate of Achievement, Senior Statement, Certificate III or Certificate IV; or
- has participated in eligible options for 2 years after the person stopped being of compulsory school age
- turns 17 years.

Where parents/carers of a child of Compulsory School Age or a student in the Compulsory Participation Phase persist in their failure to enroll their child in school or an eligible option, or to ensure that child's attendance or participation even after formal processes have been implemented, prosecution of the parent for failing to comply with the compulsory schooling or compulsory participation obligations may be recommended.





Further information is provided in Chapter 9: Compulsory Schooling; and Chapter 10: Compulsory Participation Phase of the Education (General Provisions) Act 2006.

Responsibilities

School Responsibilities:

- accurately record attendance
- monitor student attendance
- contact parent/caregiver in regard to unexplained/unauthorised absences
- provide support to families to encourage student attendance
- follow departmental procedures to address attendance issues

Student Responsibilities:

- attend every lesson every day
- arrive on time
- sign in at the student services window if late to school,
- sign out through Phase of Learning (POL) Hub & student window if leaving early,
- utilise sick bay if unwell

Parent/Carer Responsibilities:

- ensure students attend school each day
- explain all absences via phone (07) 5554 0333 or by email absences@miamishs.eq.edu.au
- schedule appointments for students outside of school hours if possible, this includes early finish 12:50pm
- seek approval for [exemption](#) for absences greater than 10 days
- inform the school via email of changes to contact information

Strategies

At Miami State High School, we promote attendance by:

- adopting connected approaches with parents, carers and the community
- endorsing the '[Every Day Counts](#)' message through all available avenues
- acknowledging and celebrating attendance
- daily communication of unexplained or unauthorised absences to parents/carers
- setting consequences for lateness and truancy
- providing individualised support to students to improve their attendance

Supporting documents

- [Regular School Attendance](#)
- [Resources for parents/carers](#)
- [Anxiety about going to school](#)
- [How can I get my teenager to school](#)
- [Preparing your child for high school](#)





Responses to Absences

At Miami State High School, we are committed to achieving the following targets in improving attendance:

- whole school attendance greater than 88% each term
- ensuring all absences are explained and authorised

When a student is absent without explanation for 3 days or a pattern of absences has been identified, Miami State High School will take the following actions:

- contact parent/caregiver for an explanation
- ensure the absence is authorised
- work collaboratively with the student and their family to identify barriers to attendance and to set achievable goals

At Miami State High School, the consequences or impacts of unexplained or unauthorised absences might include:

- negative impact on student engagement and achievement
- lunch time or after school detentions allocated for truancy or persistent lateness
- referral to school and external support staff with a goal of working collaboratively to see improvement in attendance
- enforcement of attendance processes

Procedures

Notification of Student Absences

Parents/carers should explain absences, providing a valid reason by calling and informing the school (07) 5554 0333 or by emailing absences@miamishs.eq.edu.au and the PHASE OF LEARNING (POL) Dean.

Notification of a Planned Absence

Parents/carers should contact the relevant Phase of Learning Dean and email absences@miamishs.eq.edu.au and the Phase of Learning (POL) Dean, for planned absences for more than 3 days.

Absences greater than 10 days will be required to be approved by the principal through an [exemption from compulsory school](#) process.

Procedures for Late Arrivals

Parents/carers should advise the school if their student is going to be late, prior to their arrival, by calling and informing the school (07) 5554 0333 or by emailing absences@miamishs.eq.edu.au

Students who arrive late to school after the first bell are required to report to the student services window and obtain a late pass. If a student has no valid reason for the lateness, they will be automatically issued with a lunch time detention. It is expected that students who are late will have their lateness explained prior to arriving through a parent/carer phone call or email to avoid the detention. Once a valid reason has been received from a parent/carer, the detention will be removed. Phase of Learning teams will follow up with students who display consistent lateness and consequences will be issued accordingly.



Procedures for Early Departures

Students are not permitted to leave school during school hours

Students wishing to depart school early must report to the Phase of Learning (POL) Hub before school or at break time. A hard copy leave request will be provided to the student with the details from the received parent phone call (07) 5554 0333 or email absences@miamishs.eq.edu.au. The student must show their class teacher the leave request before leaving their class, then report to the student window to sign out where they will be provided with an approved leave pass.

Please be advised:

- Students are unable to leave class without a hard copy leave request that they have previously collected from the Phase of Learning Hub

Procedures for Truancy

Phase of Learning teams monitor and track student lateness and unexplained absences. Parents/carers will be contacted and students will be issued appropriate consequences in line with the Student Code of Conduct.

Procedures for Sick Bay

If a student feels unwell during a lesson time, they must alert their teacher and request a pass to attend sick bay. The student will be assessed by relevant staff and if necessary, the parent/carer will be contacted to collect their child. In the instance that a parent/carer is unable to be contacted, the emergency contacts will be called.

Related Resources:

- [Departmental Policies and Procedures](#)

