



Student Attendance at Fernbrooke State School

Parent/ Caregiver Obligations for School Attendance

In Queensland, parents and carers have a legal responsibility to ensure their children attend school or participate in an approved education or training program. These requirements are outlined in the Education (General Provisions) Act 2006, with penalties potentially applying when these obligations are not met. All school-aged children should be enrolled in school and attend every school day. Parents and carers are responsible for ensuring their child attends the educational program in which they are enrolled, unless there is a reasonable and approved explanation for their absence.

For young people in the compulsory participation phase, parents and carers also have an obligation to ensure their child is participating full-time in an approved education, training or employment option. Whenever a student is absent from their educational program, the absence must be explained. This helps the school ensure that every child's attendance is accurately recorded and that appropriate support can be provided when attendance becomes a concern.

At Fernbrooke State School, we work closely with the Department of Education and our families to support regular school attendance. Student attendance is monitored daily, and the school has processes in place to follow up on unexplained or concerning absences. As part of these processes, our administration team uses a daily SMS system to contact parents and carers when a student has an unexplained absence. This is because all student absences must be accounted for. We understand that children will occasionally be absent due to illness or other unavoidable circumstances. When this happens, we ask parents and carers to notify the school as soon as possible and provide a reason for the absence. By working together, we can ensure that every student has the best possible opportunity to attend, participate and succeed at school.

Education Queensland Policy and Procedures

- [Roll marking in state schools procedure](#)
- [Managing student absences and enforcing enrolment and attendance at state schools procedure](#)
- [Exemptions from compulsory schooling and compulsory participation procedure](#)

Brighter Futures Strategy - Belonging and Engagement

Welcoming every student and embracing their unique needs, creates a positive culture that promotes a sense of belonging, wellbeing and safety to support their engagement in learning. Our goal is to create positive, inclusive teaching and learning environments where both staff and students feel confident, resilient and are supported to thrive. To achieve this, it is important that all students attend school and demonstrate positive learning habits and behaviour.

At Fernbrooke State School, we aim for 92% and higher to achieve positive attendance status. This goal, alongside feeling safe and supported, sets a student on a path to a strong start in schooling and builds the foundation for a positive schooling experience as they move towards high school.

Fernbrooke works with Education Queensland's 5 Step Approach to discourage student absenteeism:

1. Develop a positive school culture where students feel they belong.
2. Communicate high expectations of attendance.
3. Record and follow-up student absences
4. Monitor student non-attendance
5. Provide intervention and support



PBL Expectation - Attendance



Attendance is one of our 5 PBL expectations. Students are expected to be at school every day, from the first bell to the last bell. All students who attend school receive a Perry Point and assist their class in working towards Attendance Bingo. Regular attendance helps students succeed in their learning.

Belonging at Fernbrooke

At Fernbrooke State School, belonging and engagement are at the heart of our mission: "We embrace **acceptance, care, and responsibility** to create a culture where everyone belongs, succeeds and grows." This means creating a welcoming and inclusive school community where every student feels valued, respected and connected.

We encourage students to actively engage in their learning, build positive relationships and take responsibility for their actions, knowing that every member of our community has an important role to play in helping Fernbrooke State School be a place where everyone can thrive.

Attendance Management at Fernbrooke State School

Our staff consistently reinforce to students that they are valued members of our school community and that we are pleased to see them at school each day. Regular attendance is clearly communicated as an important expectation for every student. Classroom teachers are responsible for completing accurate roll marking procedures each day and monitoring the attendance of students in their class. If a student is absent for three consecutive days without an explanation, the teacher must notify the Deputy Principal. Teachers are encouraged to contact families when regular absences or patterns of absenteeism are identified, helping to strengthen positive communication and relationships between school and home. Any significant levels or concerning patterns of absenteeism must be communicated to the Deputy Principal for further follow-up and investigation. Teachers also play a vital role in promoting and celebrating positive attendance. Students are rewarded with a Perry Point upon arrival each day, participate in Attendance Bingo, and are encouraged to strive towards the Year Level Attendance Award, which is presented at each fortnightly Juncture Assembly.

Attendance Management Process

At Fernbrooke State School, student attendance is monitored daily, with follow-up occurring progressively when absences are unexplained or attendance concerns arise.

- **Daily Monitoring** - Student rolls are marked twice each day at 8:45am and 1:45pm.
- **Same-day follow-up** - An SMS is sent each morning by office staff when a student has an unexplained absence.
- **3 days unexplained** - the classroom teacher informs the Deputy Principal. The matter is referred to the weekly Attendance Management Committee meeting.
- **10 days unexplained** - the school's enforcement of attendance procedure is enacted in accordance with Department of Education requirements.
- **Additional support** - Where further intervention or support is required, the principal may seek assistance from Metropolitan South Region.

Our approach is supportive, proactive and focused on ensuring every student can attend school regularly, engage in their learning and succeed.

Attendance Management Committee (AMC)

The Attendance Management Committee (AMC) comprises the Principal, Deputy Principals, Head of Inclusive Education, Engagement Coach and Guidance Officer. The AMC meets weekly to review individual student and family cases where attendance is significantly below school expectations and to coordinate appropriate support and follow-up.

Key Responsibilities of the AMC

- **Case managing** individual students and families where attendance concerns have been identified.
- **Monitoring unexplained absences** and ensuring follow-up processes are consistent and aligned with Department of Education requirements.
- **Monitoring attendance data and trends** at individual, class, year level and whole-school levels.
- **Developing and implementing initiatives** that promote the importance of regular school attendance.
- **Monitoring attendance for students in out-of-home care**, ensuring appropriate support is provided.
- **Managing formal attendance processes** for students whose attendance remains a significant concern.
- **Enacting enforcement procedures** where required under Department of Education processes.
- **Considering appropriate educational arrangements**, including exemptions from schooling, flexible arrangements or adjustments to a student's educational program where appropriate.
- **Reviewing and determining reasonable explanations** for student absences.
- **Referring students and families to Student Support Services** where additional assistance or intervention may be beneficial.