



# ROCHEDALE STATE SCHOOL

## Attendance Policy: Parents

*Students who are engaged, attend school regularly and progress in their learning, are more likely to have better outcomes across their schooling.*

*Equity and Excellence in Action*



# Contents

School Attendance	3
Monitoring Student Attendance	3
Parent and Community Engagement	4
Parent and Community Framework	5
Parent and Community Code of Conduct	6
Attendance Tracking	6
Request for Exemption or Participation from Compulsory Schooling	7
Attendance Protocols at Rochedale State School	7
Engaging with Your Student's Learning	8

## School Attendance

Research shows that in Queensland, higher student attendance is associated, on average, with higher student achievement. Additionally, attending school every day helps children to build social and emotional skills such as communication, teamwork and resilience. Under the law, you must make sure your student is enrolled and attends school on all school days unless there is a reasonable excuse. Schools must monitor attendance of students and follow up with parents and caregivers any unexplained absences. If your student does not want to go to school, or is missing school without you knowing, contact your school immediately for assistance and support.

Schools will:

- Monitor student attendance
- Notify you if your student has an unexplained absence as soon as practicable on the day of your student's absence and continue to follow-up with you as practicable
- Use effective teaching strategies to engage your student in learning
- Help you with strategies to encourage your student to go to school
- Provide support for families
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At Rochedale State School we believe that students need to attend school regularly to participate fully and gain maximum benefit from schooling. Regular attendance enables student to access a full education and assists them to reach their full potential. School staff set an example for students by encouraging and emphasising attendance and punctuality.

A student between the ages of six and sixteen years is of compulsory school age, irrespective of distance from the school or whether the student has a disability. All students are required to be enrolled at a registered government or non-government school and must attend on every day instruction is provided, unless the minister has granted an exemption from school attendance.

## Monitoring Student Attendance

The responsibility for enforcing school attendance is with the Department of Education and Student Services. The Department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance. Further information is provided in the Departments procedure for [Managing student absences and enforcing enrolment and attendance at state schools.](#)

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. Rochedale State School is committed to promoting the key messages of the Queensland State-wide initiative Every Day Counts which promotes four key messages:

- All students be enrolled at school and attend on every school day
- Schools monitor, communicate and implement strategies to improve regular school attendance
- Truancy 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

For further information on [Every Day Counts](#) please visit the [website](#).



## Parent and Community Engagement

Parent engagement exists when there is a meaningful relationship between parents and teachers, this is explained in the [Parent and Community Engagement Framework](#).



This framework outlines 5 key elements of parent and community engagement to make a positive difference in students' education.

### Communication

Communication between school and parents/carers is the foundation for developing and maintaining partnerships. Communication needs to focus on student wellbeing and high levels of engagement and attendance. Schools has a responsibility to help parents understand the 'language of learning'. Rochedale communicates via newsletters, emails, text-messages and e-alerts on a regular basis. In time communication is found on the [Qparents](#) app.

### Partnerships with Parents

Strong partnerships between staff and parents, built on mutual commitment, are key to improving student learning and wellbeing. Parents' beliefs, expectations, and experiences significantly influence achievement. True impact comes from learning-focused engagement, not just participation in school events. When schools, families, and communities work together, they create a more effective and supportive learning environment. Rochedale State School aims to encourage partnerships with parents via sports day, parent / teacher interviews, student led conferences and P & C hosted school events.

### Community Collaboration

Effective communication between schools, families, students, and the community is key to building strong partnerships. To positively impact student outcomes, this communication must focus on learning and wellbeing and involve genuine two-way exchange. Rochedale State School encourages parents/carers to share and support their student's learning at home and engage in meaningful conversations with teachers via email or in person, with an appointment.

### Decision -Making

Effective consultation, open communication, and shared understanding of goals and evidence support informed decision-making. Trust and shared responsibility are key to successful outcomes. Rochedale State School encourages parents/carers to join the P & C association. Further information is found on the school [website](#).

### School Culture

Parent and community involvement in student learning and school life should be acknowledged and valued. This participation sends a strong message to students about the importance of education. At Rochedale, we encourage parents to actively support their student's education—ensuring they arrive on time and attend regularly reflects a family's commitment to learning.

Communication is importation between a child's home and school environment. Rochedale State School expects the following procedures, included in the [Parent and Community Framework](#) to be enacted.

# PARENT & COMMUNITY Engagement Framework

## DECISION MAKING

- School LCC (Local Consultative Committee)
- P&C
- P&C Executive and sub committees
- Student leadership

## SCHOOL CULTURE

- School vision and values
- Learner Profile
- Celebrations of Learning
- Learning enhancement opportunities – Coding Club, Waste Warriors, Optiminds, Readers' Cup, Premier's Reading Challenge
- Chinese New Year celebrations
- Captain Read It
- Clever Writer
- Student Leadership
- Student Council
- Student Code of Conduct
- Transitions – Prep / High School
- Tuckshop – cultural and dietary requirements catered for
- Chaplain

## COMMUNITY COLLABORATION

- P&C
- Religious Instruction
- Wellbeing presentations – Dr Justin Coulson, Karen Young, True Relationships, Think U Know
- ROSHCA
- SU Chaplaincy
- Pre prep providers
- Feeder High Schools
- Federal MP / State MP / local councillor

## COMMUNICATION

Effective communication is an exchange between students, parents, communities and schools that is inclusive and involves information sharing and opportunities to learn from each other

## DECISION MAKING

Parents, students and community members play meaningful roles in school decision making

## PARTNERSHIPS

Partnerships between parents, students and schools promote student learning, wellbeing and high expectations for student success



## SCHOOL CULTURE

Respectful relationships between students, parents and the school community are valued and enhance the promotion of student learning and wellbeing

## COMMUNITY COLLABORATION

Relationships between the school and wider community strengthen the ability of schools and families to support student learning, wellbeing and development outcomes

## COMMUNICATION

- Strategic Plan
- Learning Enhancement Framework
- Explicit Improvement Agenda – newsletter and P & C
- Beginning of year parent information sessions
- Formal parent teacher interviews
- Student led conferences
- Year 6 Exhibition
- Parent Curriculum and UOI Overviews
- Parent Prospectus
- Parent information sessions NAPLAN, PYP, Exhibition
- Newsletter
- School website
- P & C Facebook
- SMS reminders/ newsflash
- Whole school assemblies
- Student Council

## PARTNERSHIPS

- Partnering with local community groups for facility hire
- Author visits
- Instrumental Music
- ROSHCA (Out of School Hours Care)
- Local Pre Prep providers
- Early Years Network
- Prep Ready 4 Rochedale transition program
- High School transitions
- Rochedale State High School – extension programs
- Moreton Bay Environmental Education Centre
- SEQ PYP Network
- Education Queensland International EQI



## Parent and Community Code of Conduct

Rochedale State School adopts the [Parent and Community Code of Conduct](#). The School encourages parents/carers to enact the expectations outlined in the code as a reciprocal relationship is developed with the school. Please adhere to the communication protocols when engaging with the school on student attendance.

### Parent and Community Code of Conduct

We welcome parents, carers and visitors into our school and expect that you will:

- ✓ be polite to others
- ✓ act as positive role models
- ✓ recognise and respect personal differences
- ✓ use the school's communication process to address concerns
- ✓ ensure your child attends school ready to learn
- ✓ support the Student Code of Conduct
- ✓ recognise every student is important to us
- ✓ contribute to a positive school culture
- ✓ work together with staff to resolve issues or concerns
- ✓ respect people's privacy.

## Attendance Tracking

At Rochedale State School, student attendance is closely monitored and tracked on a weekly basis by the Principal and Deputy Principals. Early identification of students with irregular attendance is essential to minimising absences and supporting student engagement.

If a pattern of non-regular attendance is identified, families may receive communication from the Inclusion Teacher or a Deputy Principal to discuss concerns and offer support. For these reasons, maintaining consistent attendance is a key focus of the school's student wellbeing and engagement strategy.

To ensure timely communication, office staff notify parents or carers of any unexplained student absence (where no contact has been made and the student is marked absent) as soon as practicable on the day of the absence. This allows time for parents to respond before the end of the school day. Follow-up continues as necessary to confirm the reason for the absence.

### Every day counts, every minute counts

*Does arriving late for school impact on your student's education?*

It's important that your student/s arrive on time to school, so they are ready to start the day and are engaging in the morning routines.

If he/she is only missing	That equals...	Which is...	Over 13 years of schooling that's ...	Which means the best your child can perform is ...
1 day/ fortnight	20 days/ year	4 weeks/ year	Nearly 1.5 years	Equal to finishing Year 11
1 day/ week	40 days/ year	8 weeks/ year	Over 2.5 years	Equal to finishing Year 10
2 days/ week	80 days/ year	16 weeks/ year	Over 5 years	Equal to finishing Year 7
3 days/ week	120 days/ year	24 weeks/ year	Nearly 8 years	Equal to finishing Year 4

## Request for Exemption or Participation from Compulsory Schooling

If a student cannot attend school for 10 or more consecutive school days, and it would be unreasonable in all the circumstances to expect attendance, families may apply for an Exemption from Compulsory Schooling or the Compulsory Participation Phase.

Principals have the discretion to approve an exemption, which:

- Excuses parents from their legal obligation to ensure their child of compulsory school age is enrolled and attending school.

To apply for an exemption:

- Parents or carers must submit an application form, including supporting documentation explaining the reasons for the request.
- The Principal will consider the individual circumstances before making a decision.

For further details and to access the exemption application form, visit the [Department of Education website](#) or contact the school office ([enrolment@rochedalss.eq.edu.au](mailto:enrolment@rochedalss.eq.edu.au))

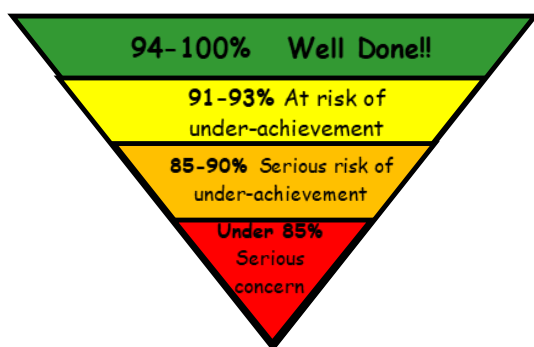
## Attendance Protocols at Rochedale State School

### Parents' Responsibilities

- Ensure student/s is enrolled and attends school every school day, as required by law (compulsory school age).
- Understand that prosecution may occur if they fail to meet legal obligations regarding their student's enrolment or attendance.
- Contact the school before or on the day of an absence, or as soon as practicable, in line with the school's communication processes, and provide a reason for the absence (preferably by 8.30am).
  - Contact the school's absentee Line on (07) 3340 8388 or text 0427 890 693 or [Qparents](#) if their student is absent.
- Ensure student/s follow the school's processes for late arrival and early departure
  - Report to the office to sign in and out. Early departure requires the parent/carer to come into the office and report to administration officer.
- Provide current and up-to-date contact details to the school to ensure effective communication.

### School Responsibilities

- Regularly inform students, staff, and parents/carers about the [Rochedale State School Attendance Policy and Procedures](#) and make this information publicly available via the school website and newsletters.
- Monitor student attendance daily by marking the roll twice a day.
- Notify parents/carers of any unexplained absence and request a satisfactory explanation within 3 days.
- Provide support through teachers, the Deputy Principal, and/or the Guidance Officer to students and parents when attendance becomes an issue.
- Refer unresolved attendance issues to a Student Attendance Officer via the ED171 (Report of Unsatisfactory Attendance) form.
- Notify relevant authorities if persistent non-attendance continues.
- Contact the Department of Student Safety if non-attendance is associated with risk of harm to the student.



### What are the attendance expectations at Rochedale State School?

According to the Education Queensland Attendance Policy, students are expected to attend school every day, for the entire school day. Our attendance targets are set between 94% and 100%, allowing for no more than 9 school days missed in a year.

**When should my student stay home from school?** Please keep your student home only if they are unwell or for another valid reason.

Leisure activities, celebrations, personal appointments, or tiredness should not be reasons for absence. Holidays during school terms are also discouraged.

**What can I do to support my student's attendance during the winter season?** To minimise illness-related absences, we recommend:

- Encouraging good hygiene: regular handwashing with soap and water.
- Promoting a healthy diet: a balanced diet strengthens the immune system.
- Ensuring adequate sleep: sufficient rest supports overall health.
- Encouraging physical activity: regular exercise boosts the immune system.
- Keeping sick student/s at home: allow your student to fully recover before returning to school.

**How can I monitor my student's attendance?** You can actively monitor your student's attendance through the [QParents app](#). If you haven't registered yet, please contact our administration for assistance [enrolment@rochedalss.eq.edu.au](mailto:enrolment@rochedalss.eq.edu.au)

**What should I do if my student is anxious about attending school?** If your student experiences anxiety about attending school, please reach out to us for support. Addressing these concerns early helps prevent prolonged absences and supports ongoing academic progress.

### Resources for School Attendance

#### Prep to Year 2

- [Ways to engage with your child's learning in Prep to Year 2 \(PDF, 3.4MB\)](#)—fact sheet
- [Information for parents—Years 1 and 2 \(PDF, 1.2MB\)](#) External link (Australian Curriculum)
- [Make the step to Prep – schools are ready to welcome you](#) External link—video
- [Make the step to Prep – continue the learning journey](#) External link—video

#### Years 3-6

- [Ways to engage with your child's learning in Years 3–6 \(PDF, 3.3MB\)](#)—fact sheet
- [Information for parents— Years 3 and 4 \(PDF, 1.4MB\)](#) External link (Australian Curriculum)
- [Information for parents—Years 5 and 6 \(PDF, 1.4MB\)](#) External link (Australian Curriculum)