

ATTENDANCE POLICY

KEEBRA PARK
STATE HIGH SCHOOL



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Rationale

At Keebra Park State High School, we believe that strong attendance is essential for every student's success. Consistent attendance supports learning continuity, a sense of belonging, and the development of positive habits that extend well beyond school. Education Queensland's message is clear: **Every Day Counts**.

Missing even one day a fortnight quickly adds up to significant lost learning time. Regular attendance gives young people the best chance to stay engaged, achieve well, and build the confidence and resilience they need to thrive.

Attendance is also a legal requirement in Queensland. Under the Education (General Provisions) Act 2006, parents and carers must ensure their child attends school on every scheduled school day unless they have a reasonable excuse (e.g., illness or approved exemption). Schools are legally obligated to monitor student attendance, follow up on unexplained absences, notify families promptly, and take further action when attendance concerns persist.

At Keebra Park State High School, we are committed to working in partnership with parents, carers, and the broader community to promote regular attendance, provide early support when concerns emerge, and help ensure every student can achieve their potential.

Our School Approach: MTSS Attendance Tiers

Keebra Park SHS uses a Multi-Tiered System of Support (MTSS) to guide our processes and ensure we respond early, effectively, and supportively to attendance concerns.

Tier 1 – Regular Attendance (86–100%):

Students attending regularly and engaging well. Support includes consistent routines, high expectations, whole-school wellbeing and belonging initiatives, and positive recognition systems.

Tier 2 – At-Risk Attendance (80–85%):

Students showing emerging patterns of non-attendance and missed learning opportunities. Support may include targeted check-ins, short-term monitoring, attendance plans, and parent/carer meetings.

Tier 3 – Chronic Attendance (<80%):

Students with significant missed learning days and chronic disengagement from school. Support may include intensive case management, multi-agency support, home visits, and formal EOA meetings.

Tier 1 – Universal Support

86–100%

Tier 2 – Targeted Support

Students showing emerging patterns of non-attendance

80–85%

Tier 3 – Intensive Support

Students demonstrating chronic attendance patterns

Less than 80%



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Parent and Carer Responsibilities

Parents and carers play a vital role in supporting their child's attendance and engagement at school. Under Queensland law, parents/carers are legally responsible for ensuring their child attends school every day unless there is a reasonable excuse for the absence (e.g., illness, urgent family circumstances, or an approved exemption).

School absenteeism and truancy can impact significantly on students' learning and wellbeing. Research shows that in Queensland, higher student attendance is associated, on average, with higher student achievement. Additionally, attending school every day helps children build social and emotional skills such as communication, teamwork and resilience.

For students under 16 years of age, Compulsory Schooling requires that the child is enrolled at a school and attends on every scheduled school day. For students over 16 years of age who have not yet completed Year 10, this requirement continues until the completion of Year 10. After completing Year 10 and until the young person turns 17, or 16 and 6 months (whichever comes first), the Compulsory Participation Phase applies. During this phase, young people must be participating full-time in education, training, or work for at least 25 hours per week in an approved program. Parents/carers are responsible for supporting their child to meet these obligations.

Notification of Absences

Parents/carers must phone, SMS or email the school each day their child is absent. Daily contact is essential to ensure your child's safety and allows the school to respond promptly to any emerging concerns.

Family holidays during term time are strongly discouraged. These absences result in the same lost learning time as any other absence and can significantly impact your child's progress. Wherever possible, holidays should be planned during official school holiday periods.

To support regular attendance, parents/carers are expected to:

- Ensure their child arrives at school on time, prepared for learning, and attends all timetabled classes. School starts at 8.45am every day.
- Notify the school of any absence as early as possible on the day of absence and provide a clear reason. Aim to contact the school before 9am.
- Provide supporting documentation for long absences where required (e.g., medical certificate for extended illness i.e. 3 or more days, or consistent patterns of illness).
- Work in partnership with the school when attendance concerns arise, including participating in meetings, responding to communication, updating contacts, and implementing agreed strategies.
- Ensure that family travel, appointments, and non-urgent commitments are scheduled outside school hours whenever possible.

Keebra Park State High School values a strong partnership with families and will work collaboratively to support every child to meet attendance expectations and engage positively in their learning.

Exemptions from School Attendance

In certain circumstances, families may apply for an exemption from compulsory schooling or compulsory participation. Exemptions may be granted for reasons such as medical conditions, family responsibilities, or other significant circumstances that prevent a student from attending school for an extended period. Exemptions are approved by the school Principal through a formal process outlined by the Queensland Department of Education.



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For further information about eligibility, required documentation, or how to apply, please contact the school. The school can provide guidance and the relevant application forms, or direct families to the official Queensland Department of Education resources.

School Responsibilities

Keebra Park SHS will monitor attendance daily, contact families promptly, provide early intervention, and work collaboratively with parents to support engagement and belonging at school. In addition, the school will:

- Implement consistent roll-marking practices, ensuring attendance is recorded accurately and within required timeframes.
- Analyse attendance data regularly to identify trends early and provide timely support for students at risk.
- Use a Multi-Tiered System of Support (MTSS) to deliver proportionate responses, including targeted case management and parent/student meetings.
- Communicate clearly with families about attendance expectations through enrolment processes, school communications, and personalised follow-up.
- Provide a safe, inclusive and engaging environment that fosters strong relationships, belonging and motivation to attend.
- Offer coordinated support through our support staff: Engagement HODS, Student Support Officers, Youth Support Workers, and external agencies when barriers to attendance are identified.
- Positively welcome students back after absences, ensuring catch-up support and a smooth return to learning.
- Recognise and celebrate positive attendance habits across the school community.
- Report attendance data and progress to the school community and review strategies annually to ensure ongoing improvement.

Family Support and Helpful Contacts

Keebra Park SHS understands that attendance can be affected by health, wellbeing, family or social challenges. We encourage families to reach out early so we can work together to support your child.

School Based Support

- Student Support Officers (SSOs): Daily check-ins, mentoring, programs, re-engagement, referrals
- Guidance Officer: Mental health and wellbeing support, self-management skills, referral pathways
- School Based Nurse: Help students understand how factors like sleep and nutrition may affect attendance.
- HOD Engagement: Parent contact, attendance plans and goal setting
- Deputy Principals: Parent contact and intensive case management
- Mibiny Youth Support Worker: Cultural and family support
- PEO-Student Engagement and Wellbeing Regional Support

Working with External Agencies

If a student has chronic absence (<80%), the school may partner with region services or external agencies to provide wrap-around support. This is always done collaboratively and with a focus on helping your child re-engage. Parents and carers are also encouraged to contact any external support agency directly if they feel additional assistance would be helpful for their family.

Local Community Based Support

- Headspace Southport: Youth Mental Health and Counselling (Phone 55095900)



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- Act for Kids: Family and Youth Support (Phone 55083800)
- Kids Helpline: Confidential support for young people 12-25 years old (Phone 1800 55 1800)
- Family & Child Connect -Queensland Government (Phone 13 FAMILY)
- Kalwun Child, Youth and Family Services- Aboriginal and Torres Strait Islander Support (Phone 55308600)
- Multicultural Families Organisation (MFO) -Southport (Phone 55710381)
- PCYC Gold Coast: Youth programs/Gym and Fitness (Phone 55385201)
- Local GP / Medical Centre: to access medical certificates and referrals

When to Contact the School

Please contact the school if your child:

- Is refusing to attend school or a particular class
- Shows signs of anxiety, distress, or social concerns
- Has ongoing illness or medical needs
- Is experiencing significant family or wellbeing challenges
- Needs support to re-establish morning routines



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