

Attendance Policy



Rationale

Section 176 of the *Education (General Provisions) Act 2006* requires parents/carers of a child of compulsory school age to ensure that their child attends school on every school day for the educational programme in which he/she is enrolled. A parent of a young person in the compulsory participation phase must ensure that the young person is participating full time in an eligible option.

Provisions for Student Absences

- We mark class rolls at the start of the day during *Evolve* on Mondays and *Engage* on every other day, and in each subsequent lesson throughout the day.
- Parents are to ensure that students attend school on every school day for the education programme in which the student is enrolled, unless the parent/carer has a reasonable excuse for the student's absence.
- Parents must advise the school in writing—by text message, via QParents, or by telephone—of the reason for any absence, if not before the absence, then **within two days** of the student's return to school.
- Parents must advise the school immediately if there are concerns about a student's attendance at school.
- Parents may negotiate with the school, where appropriate, if there is an intention to alter the student's school programme or request flexible arrangements to meet the needs of the student.
- Teachers are responsible for encouraging attendance, engagement, and participation of students by providing a quality education through delivering quality curriculum, teaching practices, interpersonal relationships, and classroom organisation.
- Teachers keep attendance records and monitor attendance and absenteeism of students in the attendance system. A teacher is required to alert the office when a student's absence is unexplained or when concerned that an explanation for absence may be unsatisfactory.
- If a parent believes that their child may be eligible to alter their educational programme (for example, to undertake a school-based apprenticeship/traineeship), they should contact the dean of students to arrange a meeting to discuss the possibility of a flexible learning option.
- Planned absences of more than 10 days must be approved by the principal. An *application for exemption for a child or young person enrolled in a Queensland state school* must be submitted in advance. The principal has the discretion to approve or reject applications pursuant to s244A and Part 3, Division 3 of the *Education (General Provisions) Act 2006*.
- The principal may impose restrictions or additional requirements for students or parents if an absence longer than 10 days is approved.

- The school endeavours to provide access to a range of learning pathways to meet the needs of each student. For more information about flexible arrangements, exemptions from compulsory schooling and exemptions from compulsory participation, please contact the dean of students or the principal.
- In some cases of non-attendance by a student of compulsory schooling age, the principal may refer the matter to the Department of Child Safety or Queensland Police Service.
- The principal may ask Queensland Police Service to conduct a home visit and report information back to the school.
- The school takes proactive measures to support student attendance, including the implementation of a separate *Attendance Strategy*. This strategy includes continuous data analysis by the student support services team, case management, and parent support.

Acceptable Absences

Acceptable reasons for absence from school may include:

- Medical or dental treatments or procedures
- Specialised training
- School representation (for example, school sports, school cultural events, off campus activity)
- Compassionate or cultural grounds.

Student Illnesses

- Students who feel unwell at school will report to the office.
- Facilities for students with emergent illness are limited. Emergency contacts will be telephoned and asked to collect unwell students and take them home.
- It is imperative that the school is informed of any changes to contact information.
- Should a student become seriously ill or be severely injured at school, the school will first phone emergency services and secondly the student's parent or carer.
- If medical treatment is required, or if parents/carers cannot be contacted, we will immediately heed all advice of paramedics and make later efforts to contact parents.
- If a student acquires an infectious or contagious disease or condition, please seek medical advice, and contact the school to relay the advice.
- Students with an infectious or contagious disease or condition may not attend school. Prior to the student's return to school, a medical practitioner's certificate may be required to confirm that the contagious period of the condition has ended. The *Public Health Regulation 2018 (Qld)* defines further obligations of parents and students.

Pass-Outs

- Students may not leave and return to the school grounds during the school day unless collected by a parent for an acceptable reason for absence from school, as detailed above.
- The school does not issue "lunch passes" to students. Students may not sign out and later sign back in at any time during the school day.

Frequently Asked Questions

- **Do I need to let the school know if my child has been away?**

Yes—parents must provide an explanation for their child’s absence before any absence, on the day of the absence, or—if related to an emergency—as soon as practicable.

- **Can I take my child out of school for family or social occasions?**

No—leisure activities, holidays, visits to family and friends, shopping trips, etc. are not acceptable reasons for absence and must be arranged outside of school hours.

- **Does the occasional day away from school really affect my child’s education?**

Yes—significant research shows that in Queensland, higher student attendance is associated, on average, with higher student achievement.

- **What should I do if my child refuses to go to school?**

Contact the dean of students as soon as possible. The school will support you with individual case management.

- **Can my child go home during the day to perform home duties?**

No—students may not leave the school grounds during the school day unless collected by a parent for an acceptable reason for absence from school, as detailed above. Students may not ‘sign in and out’ during the school day.

Document Management

Date	Changes	Authorised Person
21.06.23	Adjustments pursuant to Education Act, Public Health Regulation, and reflection of school practices.	G. Lacaze (Principal)
11.09.21	Transfer to new template	R. Foster (HODSS)