Attendance Policy — Policy and Procedures

Rationale

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.

Each parent of a child who is of compulsory age has the legal obligation to ensure that their child is enrolled and attends a school, on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse.
Parents may be prosecuted if they do not fulfil their legal obligations in regard to attendance of their child at school.

Implementation

- All students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- Parents have a responsibility to ensure that students attend school regularly, and are only absent if ill or if absolutely necessary. Parents have further responsibility to contact the school explaining why an absence has occurred.
- In case of extended illness/absence, it is preferred that parents provide medical certificates/ documentation.
- Independent students not living with parents or guardians are also required to provide notes and/or supporting documentation.
- The Principal will ensure all student absences are recorded each period by teachers, and regular reports provided to monitor attendance patterns.
- A staff member will be responsible for monitoring and investigating student absences and will make every attempt to contact parents if communication from home is not forthcoming
- Unexplained or inadequately explained absences will be deemed as unauthorised
- Ongoing unexplained absences or lack of cooperation regarding student attendance will result in a formal attendance conference being organised
- Unresolved attendance issues of students required to attend will result in formal notification and may be reported by the Principal for recommendation of prosecution.
- Unresolved attendance issues of post-compulsory students may result in withdrawal of credit from subjects or ultimately cancellation of enrolment for failure to participate in program of instruction.

Attendance	**Participation**
When the school identifies unexplained or unsatisfactory absences or patterns of absences, an authorised officer may take steps to enforce the parental obligation that a child of compulsory school age attends on every school day, for the educational program in which the child is enrolled. Steps may include: • Assessing the reasons for the absence and determining if they are reasonable or not • Offering support to the family to improve attendance or implement alternative arrangements • Issuing notices and • Seeking consent from the regional director to prosecute	When the school identifies or becomes aware of a young person in the compulsory participation phase who is not participating full time in an eligible option, an authorised officer may take steps to enforce the parental obligation that a young person in the compulsory participation phase participates full time in an eligible option. • Confirming obligation to participate and assess reasons for non- participation • Offering support to improve participation or implement alternative arrangements • Issuing notices and • Seeking consent from the regional director to prosecute

- Department of Education and Training and enrolment auditors may seek student attendance records.
- Student attendance and absence figures will appear on student reports.
- Aggregated student attendance data is reported to DET and the wider community each year as part of the annual report.