

**Rationale**

The attendance policy aims to maximise student learning opportunities and performance by ensuring that students attend school regularly and without unnecessary absences. 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 and instils a work ethic that reflects workplace standards.

The Education (General Provisions) 2006 requires that children of compulsory school age must be enrolled and attend school on every school day. Under s176(1) of the Education General Provisions Act 2006 (EGPA) each parent of a child who is of compulsory school age must ensure that the child is enrolled and attends school on every school day for the educational program in which the child is enrolled unless the parent has a reasonable explanation.

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
<p>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:</p> <ul style="list-style-type: none"> • 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 	<p>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.</p> <ul style="list-style-type: none"> • 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.

Absences

Non-attendance/all day absences:

- Parent/carers must contact the school to provide a reasonable explanation for absence before 10am (via phone, text, email or Qparent). If a student is absent for a prolonged period greater than 3 days a parent/carers is to provide medical evidence of the student's absence if possible. It is recommended a medical certificate is provided for each day sick. Medical certificates will be required to support any reasonable adjustments to assessment in senior secondary.
- Where an absence is unexplained on a given day, a follow-up text, phone call, email or written explanation signed by the parent/carers (before or on the first day student returns to school), is required.

Late to school

- Students who are on campus after 8:30am are to sign in at the relevant office. Students will be issued with a late notice to hand to their teachers on entry to the classroom.
- Parents are to notify the office of the reason for late to school.

Leaving early – during school hours

The procedure for collecting students during school hours has been developed with the safety of all students in mind and to minimise the disruption of classes.

- If you know ahead of time, please contact the relevant office to prearrange. This enables your child to be at the office when you arrive to sign your child out.
- If unknown/emergent, please attend the relevant office to sign your child out. The administrative officers will organise for your child/children to meet you at the office.
- For secondary students leaving early, students present at student services before 8:30 am with a signed note from parent/carer with these details: student name, date, reason for early leave and departure time.
- Student services staff will process according to departure time and provide the student with a leave request slip.

Application of exemption of attendance and documentation (for any justified absence over 10 days), e.g. medical, overseas flight details etc. needs to be provided to school Attendance Officer (AO) for students on extended leave, a minimum of 2 business days prior to departure. Principal decides on approval of school exemptions.

Parent/carers are responsible to ensure the college has accurate and up-to-date contact details at all times.