GUIDELINES
School Attendance

Policy Areas  Teaching & Learning, Community

Rationale
This Guideline covers planned student absence from school (not absence due to illness, accident or unforeseen circumstances)

The Education (General Provisions) Act 2006 requires children of school age (6-16yo) to be in full-time attendance at a government or registered non-government school unless they are receiving approved home tuition, correspondence education, or have been granted an exemption by the Education Queensland.

St Joseph’s Primary believes that regular attendance at school increases the opportunity for children to participate in the life of the community and to optimise learning. Indeed prolonged periods of absence from school are known to be detrimental to the child’s learning due to the sequential nature of learning programs. Planned absences require the consent of the Principal.

Values  Community, Stability

Implementation
The importance of regular attendance at school for optimising student learning will be highlighted in school communication, as well as the detrimental impact on sequential learning programs when family holidays are taken during school time.

Parents will be reminded by newsletter to contact the school by email or telephone to advise of a child’s absence.

If an absence is planned for a period of more than 3 days, other than for an illness, notification to the Principal needs to be via the completion of the ‘Notification of Planned Student Absence’.

If concerned about a student’s attendance history, a teacher will inform the Principal or Assistant Principal who will endeavour to contact the parents by telephone to discuss the child’s absences. If absences continue, a letter is sent advising the parents of the legal requirement to attend school on a daily basis. A date is given by which time the parent needs to respond.

If attendance remains a problem, a notification is sent to the parents and to the Brisbane Catholic Education Office to report the poor levels of attendance. If no improvement in attendance is made, Brisbane Catholic Education Office will notify the Non-Government Schools Office.

References
Brisbane Catholic Education  ‘Guidelines to Improve Student Attendance’