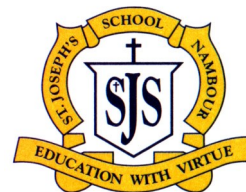


ST JOSEPH'S PRIMARY SCHOOL NAMBOUR

FIRST PRESENTED - June 2011
CURRENT AS AT MAY 2019

REVIEW COMPLETED - November 2014



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

Obligations

Schools have a responsibility to record student attendance and respond to instances of irregular attendance. It is important for St Joseph's Primary to investigate the patterns and underlying causes of non-attendance so that appropriate strategies addressing the specific type of absenteeism can be implemented.

St Joseph's Primary and by virtue of their employment, the teachers, are legally required to monitor and record attendance of students in their care on a daily basis, whether absent or present in class, on excursion or at a school based activity. Legal guardians of children have a legal obligation, as set out in the Education (General Provisions) Act 2006, to ensure a child is enrolled at and attends school. While parents should be reminded of their legal obligations under the Education (General Provisions) Act, the wellbeing of the student should be central. It is widely recognised that attendance problems are best managed by early identification and intervention.

Class rolls, whether electronic or paper based, can be required as evidence in court and assist in establishing that a school has met their common law duty of care to students. Attendance records are required as part of a school's Workplace Health and Safety requirements and can be a critical factor in identifying serious student protection concerns. In addition, student attendance records are used for student reporting, fee allocation and government reporting.

Mandatory Procedures

The Principal, or delegate, is to ensure the following procedures are followed:

1. Student attendance and absence information must be marked in the BCE School and Student Administration system (eMinerva) for all students regardless of visa conditions. This includes late arrivals and early departures.
2. Attendance marking is to be undertaken at twice daily, at the start of each day and prior to the beginning of the afternoon session.
3. The school timetable is set up and maintained in the BCE School and Student Administration system, in order for accurate attendance marking to proceed.
4. Class attendance is marked by teachers only.

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.

Supporting Documents

Guidelines to Improve Student Attendance (*Learning and Teaching Portal*)

BCE Attendance Policy Framework – Primary (*Information Services Portal*)

BCE Attendance Policy Framework – Secondary, P-12 (*Information Services Portal*)

Description of Attendance Categories – eMinerva (*Information Services Portal*)

Student Attendance – Reporting Criteria (*Information Services Portal*)

ACARA National Standards for Student Attendance Data Reporting (*ACARA website*)



NOTIFICATION OF A PLANNED STUDENT ABSENCE

It is a requirement that formal notification of a planned student absence of more than 3 days be provided to the school by the completion of this form seeking the consent of the Principal.

A copy of this notification is kept on file in Administration.

STUDENT/S DETAILS

Surname: _____ First Name: _____ Class: _____.

Surname: _____ First Name: _____ Class: _____.

Surname: _____ First Name: _____ Class: _____.

Surname: _____ First Name: _____ Class: _____.

ABSENCE DETAILS

My child/children will be away from school from:

And will return to school on:

REASON FOR ABSENCE

☐ Family holiday

☐ Illness in the family

☐ Transport difficulties

☐ Bereavement

Other:

CONSENT

Parent / Carer's full name:

Signature:

Date:

APPROVAL

Principal signature:

Date:

Please see your child's teacher at least one week prior to departure to discuss work requirements.