



# ATTENDANCE POLICY

**Adopted By:** Principal

**Review Date:** 01/08/2020

**Scheduled Review Date:** 01/07/2021

## POLICY CONTROL HISTORY:

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Date	Reviewed by:	Amendments/Reviews:
01/08/2020	Principal (Primary and Secondary)	Adapted two policies together. Adopted new policy.

## ATTENDANCE

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Attendance is compulsory for all students at Quinns Baptist College. The College expects that all students attend a minimum of 90% of the days of instruction.

## GUIDELINES

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The Education Act (1999) requires that compulsory aged students attend school, or participate in an educational programme, on the days on which a school is open for instruction, unless a written arrangement has been entered into for that student. Education is compulsory for students from Pre-Primary to the end of Year 12. Pre-Kindergarten and Kindergarten programmes are not compulsory, however this policy applies to all students of the College.

Staff are required to be aware of who is in attendance at the College and who is not and follow up reasons for absence. Staff are to support students and parents as they take responsibility for the effect of students' absence. Students are required to be present at the College unless they have a valid reason. Validity of absence is determined by the College in cooperation with parents and carers.

Parents and carers are responsible to enable students to attend the College on time and inform the College of student absence that morning. The College will contact the parents where notification is not received. If a verification of absence is unable to be made, a letter is sent to the parents informing them of the absence and requesting confirmation in writing explaining the absence. Students are required to be present at the College and in every lesson. Students are not permitted to leave the College between 8:25am and 2:45pm without permission of the parent and notification to the College.

## HOURS OF INSTRUCTION

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School Commences:	8.25am (Secondary) and 8.30am (Primary)
School Concludes:	2:45 pm

While teachers are not required to be on the College premises before 8:00am, many do arrive early in order to prepare and plan for the learning programme. However, children who arrive prior to 8:00am will not have direct supervision. For this reason we request that children not arrive at school prior to 8:00am.

As school concludes at 2:45pm children should be collected by no later than 3.15pm unless there are after school activities the student is engaged in.

## DAYS OF INSTRUCTION

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Refer to term calendar information.

## LATE ARRIVAL AT THE COLLEGE

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Students who arrive at the College after 8.25am (Secondary) and 8.30am (Primary) are required to sign in at the College Office.

## EARLY DISCHARGE FROM THE COLLEGE

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Students who are required to leave early, must report to the Student Office and be collected by a parent. Parents must sign the student Early Discharge Book upon collection of the students. Students may be permitted to leave with written parental consent independently which would be commensurate with the students' maturity.

## ABSENTEEISM

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Students are required to be punctual and should be present at all lessons unless unwell. Students who are unwell should remain at home for the benefit of their own health and that of the College community.

Students who need to attend appointments should notify the class teacher with a written note prior to the intended absence, dated and signed by a parent/carer.

When students will be absent from the College, parents/carers must notify the College Student Office by telephone, email or in person by 9.00am. Parents/carers are also required to provide a written note (or email) to the class/form teacher as soon as expedient explaining the reason for absence, date(s) and signed by a parent/carer. A medical certificate is required to be provided upon return to school verifying prolonged absences greater than 3 days.

## EXTENDED ABSENCES FROM THE COLLEGE

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We strongly discourage parents removing their children from the educational programme for holidays outside of the gazetted school holidays. Negotiation with the Principal should occur if a child needs to be absent from school for any period of time. Parents should make every effort not to take children on holidays during term time, as much programmed work and assessment is missed.

## TRUANCY

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When truancy (whole day or specific class) is discovered, the College will contact the parents/carers to notify them. Truancy will be dealt with according to the Student Behaviour Management Policy.

## EXCESSIVE ABSENTEEISM

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In instances where a student's attendance falls below 90%, the College will commence with case management of the student. Parents will be informed of the requirements of attendance and measures will be taken to support the students' attendance returning to acceptable levels. Students who have ongoing attendance concerns without legitimate cause, may be asked to be withdrawn as they are not meeting their educational obligations.