



WISDOM
COLLEGE

Learning Today, Leading Tomorrow

Student Attendance Policy

ISSUED: February 2022	VERSION: 2022.1
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Purpose:	The purpose of this policy is to establish clear expectations and responsibilities of parents, guardians, students and the college in regards to attendance.	
Scope:	All workers and other persons at the school, including students. This policy extends to all -----	
Status:	Approved	
Authorised by:	School Governing Body	Date of Authorisation: November 2020
References:	<ul style="list-style-type: none"> ● Work Health and Safety Act 2011 (Qld) ● Education (Accreditation of Non-State Schools) Regulations 2017 (Qld) ● Wisdom College Work Health and Safety Policy ● Wisdom College Employee Code of Conduct ● Wisdom College Dispute Resolution Policy ● Wisdom College Dispute Resolution Procedures 	
Review Date:	Biennial	Next Review Date: February 2024
Policy Owner:	School Governing Body	Version: 1.0

Policy Statement

Legal Requirements

Under current QLD legislation, each parent of a child (who is of compulsory school age), has the legal obligation to ensure their 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 excuse.

Expectations

Wisdom College expects that all students attend school on a regular basis to maximise the learning opportunities provided. Our attendance policy aims to support parents and students to attend school every day.

Responsibilities

Student responsibilities

- Attend school every day unless there is a reasonable excuse for their absence;
- Report to the office if arriving to school after 8:45am and provide a note from parent/carer explaining their lateness;
- Never leave school grounds during school hours without permission from parents/career or the school; and
- Ensure all missed work is completed that has been missed due to absence.

Parent responsibilities

- Ensure their child attends school every day;
- Ensure that their child arrives on time each day;
- Contact the school prior to any planned absence or on the day of the absence either by phone or email. Where this is not possible, parents must provide the reason for any absences prior to 9:25am on the day of absence, or within 2 days of the student returning to school. This should take the form of a medical certificate for regular illness of a satisfactory explanation of the absence;
- Contact Administration if a student is refusing to attend school. Initiate or attend meetings to seek support and discuss their children's attendance or participation; and
- Advise the school of any change of address or phone numbers to ensure school records are accurate.

Teachers' responsibilities

- Monitor student absences;
- Discuss absences with parents where possible; and
- Advise Principal of factors impacting on a student's attendance.

Principal's responsibilities

- Inform parents of their legal obligations about enrolment and attendance;
- Implement strategies to manage student enrolment, absences, chronic absenteeism, school refusal and truancy using the Department of Education's Guidelines from the "Managing student absences and enforcing enrolment and attendance" document and the Every Day Counts materials;
- Take reasonable steps to follow-up unexplained absences as soon as possible, or ideally within three days of the absence;
- Continue to work with regions and other local resources to engage with the student and their family with the aim of returning the student to school; and
- Follow appropriate processes for enforcing parental obligation in regards to:
 - Enrolment
 - Attendance
 - Compulsory participation

Strategies

At Wisdom College we promote 100% attendance by:

- Providing a safe and supportive school environment that promotes positive relationships and includes the implementation of programs which develop social and emotional skills and anti-bullying strategies;
- Maintaining communication with families to identify students at risk and to provide support to ensure that their child attends school every day;
- Providing resources and links to external agencies for parents whose children are refusing to attend school regularly; and
- Contacting parents/guardians regarding poor school/or class attendance. This will be done by the Class Teacher or Department Coordinator. Should a student have a pattern of unexplained absences or any unacceptable attendance pattern, the Principal will phone home to seek a reason and the Pastoral Care Headteacher will be notified.

Responses to absences

Wisdom College is committed to achieving the following targets in improving attendance:

- 100% attendance at school for all students.

When a student is absent without explanation for 3 days or a pattern of absences has been identified, the following actions will be undertaken:

- The class teacher notifies their Department Coordinator via e-mail with a record of the absenteeism; and
- The Coordinator will contact the family to discuss the attendance issue and record details on Coolsis.

The consequences or impacts of unexplained or unauthorised absences might include the following:

- Referral to School Guidance Counselor to identify further support that may be required;
- Formal notification advising parents of their legal responsibility to ensure that their child attends school;
- Evaluation of child enrolment at Wisdom College; and
- Encourage parents to participate in parenting skills training (e.g. organisational skills).

Reasonable Excuse for Absenteeism

Under the following circumstances the legal obligations of parents in regard to compulsory schooling do not apply:

- **Illness** - If a student is genuinely too ill to attend school. A parent should provide the school with an explanation for the absence, in line with the school's agreed processes for notifying absence. This may take the form of a written explanation note/email containing the student's name, date(s) of absence(s) and reason for absence(s), a verbal explanation through either a phone call or visit to the school, or a medical certificate. If the absence is more than 10 consecutive school days, an exemption is required.
- **Medical or dental treatments or procedures** - If a student is absent to attend a medical or dental appointment during school hours. Parents are encouraged to make these appointments out of school hours if possible.
- **Holiday** – Holidays during terms are actively discouraged. Parents should be encouraged to plan holidays during gazetted school holiday periods and student free days. If the absence is more than 5 consecutive school days, an exemption is required.
- **Religious observance** - A student is absent to participate in a special religious observance. These absences should be documented through the provision of a written or verbal explanation from the parent.
- **Law of the Commonwealth** – It is a reasonable excuse for a child to be absent from school if a Law of the Commonwealth allows a child to carry on an activity other than attending school (s.198, EGPA).
- **Funeral** – Attendance at a funeral or to attend to sorry business or sorry meetings may be considered as a reasonable excuse for absence. Parents should be encouraged to ensure their child misses as little school as possible. There may also be circumstances where a child is kept out of school due to grief of a close family member. In such circumstances, the school will work with families to encourage them to have the child attend school to maintain a sense of normalcy. These situations will be handled with respect and sensitivity and will be underpinned by the interests of the child.
- **Legal** – A student is absent from school where the student is required to attend court or fulfil other legal requirements.

Extended Absences

If a student requires an extended time of absence (3 or more days) from school, it is required that parents/guardians inform their class teacher and seek approval prior to the date. Approval will be granted for individual cases and reasons some examples include but are not limited too, religious obligations, grievance, participation in representative sports etc.

Early Pick up and Lateness

It is the legal responsibility of parents and guardians to ensure that their child(ren) is at school by 8:45 am and that they are picked up by 3:05pm. If a student is late, a reasonable excuse must be provided to the Administration Office, either in person or written.

Students must not be taken home early where possible. Wisdom College values all lessons on the day and it is expected that parents and guardians ensure that their child(ren) is able to participate in all lessons.

Reasonable Excuses for lateness

- Unexpected Traffic;
- Car accident/breakdowns; and
- Family emergency (hospitalisation of immediate family, caring for elderly)

Unreasonable Excuses for Lateness

- Known traffic congestions on route; and
- Sleeping in

Reasonable Excuses for Early Pick up

- Specialist/medical appointment with appointment confirmation handed into office
- Family emergency (hospitalisation of immediate family, caring for elderly)

Unreasonable Excuses for Early Pick up

- Avoid school traffic;
- Medical appointment without appointment confirmation letter; and
- Sibling is ill and going home

Some related resources

Every Day Counts

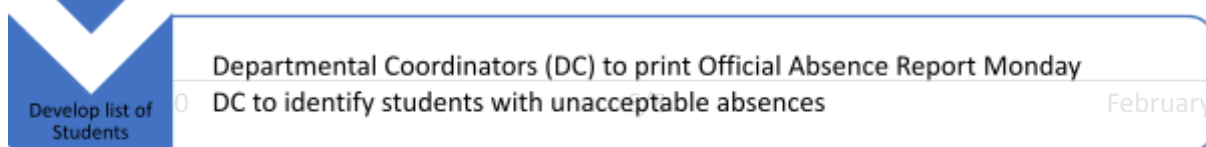
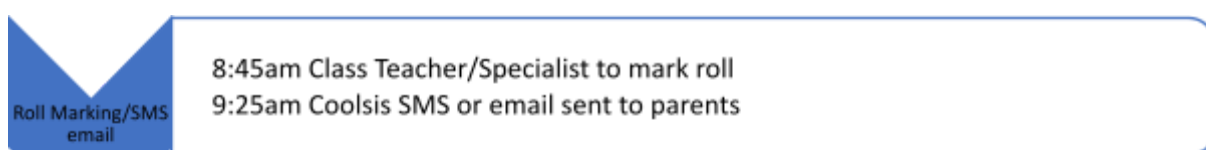
<http://education.qld.gov.au/everydaycounts/index.html>

Every Day Counts

Resources <http://education.qld.gov.au/everydaycounts/resources.html>

Fact sheets for parents and case studies are available at <http://education.qld.gov.au/everydaycounts/>

Wisdom College Roll Marking and Attendance Policy Flow Chart





Letter to Parents/Guardians



Dear Parent/Guardian,

It has come to our attention that your child _____ has been absent from school for more than a reasonable amount of time, without reason and/or notification to either their class teacher or our school administration.

The following dates are our records of unexplained absences:

-

We remind you that it is both parents' duty of care and responsibility to ensure that their child is receiving the best opportunities for learning by regularly and consistently attending school.

It is also the duty of care of our College to follow up and inquire into any unreasonable amount of absenteeism, which is the case with your child.

We urge you to take action on this matter immediately as it is your legal obligation. Please ensure that you send a signed letter explaining your child's absences or a copy of a medical certificate for each date stated above. If we do not hear from you within the next school day, a meeting will be arranged for you with the school Principal.

If you have any questions or concerns, please contact our school administration on ph:37119821.

Kind Regards
Wisdom College