

## **BRIBIE ISLAND STATE HIGH SCHOOL**

### **Policy and Procedure Statement**

# **ATTENDANCE POLICY AND MONITORING PROCEDURES**

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**BRIBIE ISLAND STATE HIGH SCHOOL**  
**ATTENDANCE POLICY AND MONITORING PROCEDURES**

**ATTENDANCE POLICY**

Parents of children of **Compulsory School Age** have a legal obligation to ensure that their children are enrolled in school and attend for every day of the educational program in which they are enrolled.

**Compulsory School Age** means if the child is and less than 16 or completes Year 10, whichever is sooner.

There are a number of instances where compulsory attendance obligations do not apply. Listed below are just some such instances:

- a child who is suspended from a state school at which the child is enrolled
- a child who, for not more than 10 consecutive school days, is too ill to attend the state school or non-state school at which they are enrolled
- a child who is prevented from attending school because of a direction, declaration, order or requirement made under an Act or other law about an infectious or contagious disease
- an exemption has been granted by the school or region.

Parents of students in the **Compulsory Participation Phase** have a legal obligation to ensure that these students participate full-time in an eligible option.

A young person's **Compulsory Participation Phase** –

- starts when the person stops being of compulsory school age (i.e turns 16 or completes Year 10 whichever comes first) and ends when a person:
  - gains a senior certificate, certificate III or certificate IV; or
  - has participated in eligible options for 2 years after the person has stopped being of compulsory school age; or
  - turns 17 years.
  - the young person is in paid employment for at least 25 hours a week and the employer can verify this.

Where parents of a child of **compulsory school age** or a student in the **compulsory participation phase** persist in their failure to enrol their child in school or an eligible option, or to ensure that child's attendance or participation even after formal processes have been implemented, prosecution of the parent for failing to comply with the compulsory schooling or compulsory participation obligations may be recommended.

Further information is provided in Chapter 9: Compulsory Schooling; and Chapter 10: Compulsory Participation Phase; of the *Education (General Provisions) Act 2006*.

## **EXEMPTIONS FROM COMPULSORY SCHOOLING AND COMPULSORY PARTICIPATION**

Parents/carers can apply for an **exemption from compulsory schooling**, if, for a period of more than 10 consecutive school days, their child cannot attend a school or it would be unreasonable in the circumstances to require the child to attend school.

An exemption from compulsory schooling is not required for a student to undertake a recognised apprenticeship or traineeship. However, a student of compulsory school age would require an exemption in order to undertake other employment during the time when the student would usually participate in their education program.

Parents/carers can apply for an **exemption from compulsory participation** if, for a period of more than 10 consecutive school days, the young person cannot participate in any eligible option or it would be unreasonable to require the young person to participate in any eligible option.

**Exemptions less than a year** need to be authorised by the **Principal** and those for more than a year need to be authorised by the **Executive Director Schools**.

### **Flexible Arrangements**

A flexible arrangement allows for all or part of a student's educational program to be delivered by another education provider.

The other educational provider could be a TAFE college, a private tutor, a provider of vocational education and training, a registered training organisation or a community organisation that offers special training programs for children and young people.

A student with a flexible arrangement remains enrolled at the school while an alternative educational provider delivers all or part of the student's educational program for the period of the arrangement.

The intent of a flexible arrangement is to enable a student to participate in education and training at a level equivalent to full-time participation at school.

## **ATTENDANCE MONITORING PROCEDURES**

### **Parent Responsibility**

It is the responsibility of the parent to ensure that when their child is absent from school, that absence is explained the morning of the absence by telephoning the absentee line 34002460. Alternatively, the absence details may be emailed to: [absences@bribislahs.eq.edu.au](mailto:absences@bribislahs.eq.edu.au). In the case of extended absenteeism (three or more days), it would be appreciated if parents could contact the school in order to further explain the situation.

When explaining your child's absence, could you please provide the following details:

1. Your first name and last name
2. First name and last name of your child
3. Date/s of absence (it would greatly assist us if you called on the morning of your child's absence)
4. Reason for absence eg illness (please do not just say your child is absent with no explanation)

## **School Responsibility**

The school attendance record is probably the most valuable data source available for the early detection of students experiencing personal, social and educational difficulties at school, and therefore needs to be accurate. Consistent attendance at school is a significant factor in achieving better academic and social outcomes. New concepts and skills are taught and reinforced each day by the teachers. Therefore, it is a whole school responsibility to ensure daily attendance monitoring procedures are followed and students not attending are followed up on a regular basis.

## **Teacher Accountability**

### ***Daily Responsibility***

- All ECP rolls must be marked by 8.45am. This will be via IDAttend (electronic roll marking system). Instructions are included in Appendix C.
- By 10.00am the school will send a text message to all parents of students who have been marked absent (hence the need for accuracy).
- Class rolls must be marked at the beginning of lessons 1, 2, 3 and 4. Where this is not possible (such as outdoor lessons) rolls must be marked by 3pm at the very latest.
- Teachers are to keep a hard copy of all class rolls in case IDAttend cannot be accessed or an evacuation occurs.
- Class lists must be accurate.
  - Class lists can be printed from OneSchool at any time.
  - New and departing enrolments are published on the school notices. Teachers are to check the notices and make adjustments to rolls as necessary.

### ***Weekly Responsibility***

- Every ECP teacher has the responsibility of monitoring and following up on student absenteeism.
- When a reason is identified from a parent, add to OneSchool contact and refer to A02 (Sue Gwin & Angela Mann).

## **A02 Absences Responsibilities**

- Monitoring of all absences including:
  - Sending a daily text message to parents of absent students
  - Phone calls to parents re unexplained absences
  - Letters emailed to parents re unexplained absences
  - Monitoring and referring at risk students to Student Support Team, Guidance Officer, Youth Support Coordinator (as needed)
  - Monitoring and referring of all students who truant to HLC's and Deputy Principal (Learning Culture).
  - Printing of absence reports for teachers for ECP
  - Entering into Id Attend absence notes, absence phone calls and absence messages from absences line and emails.
  - Printing of absence reports for HLC's
  - Copy of all reports to Deputy Principal (Learning Culture).
  - Office staff will update class lists on OneSchool to keep these current.

## MONITORING

- Deputy Principal (Learning Culture), Administration and HLCs will analyse student absenteeism and follow up with the assistance of the Guidance Officer where necessary. Using ID Attend absence reports (Days Absent Report, Late Report)
- Each semester teachers will discuss student absenteeism with parents and students during ECP meetings.

## PROCEDURES FOR LATE ARRIVALS

- Students **MUST** report to the front office if they arrive late to school. They will receive a late slip. If a student does not have a late slip from the office send the student to the office so that their late arrival can be recorded
- Do **NOT** allow any student to enter your classroom late without printed / written confirmation from their previous teacher or the office
- **If a student arrives late to class after morning tea from another class without a note this unexplained lateness should be made up at a time convenient to the teacher (do not send students to the office).**

## PROCEDURES FOR EARLY DEPARTURES

- Students may only leave the school early for good reason
- Students wishing to depart early must report to the front office at the beginning of the school day with a letter of permission from their parent / carer
- The student will then be issued an early departure slip
- The student must show the class teacher the early departure slip before leaving their class. The student must then report to the front office prior to departure
- **DO NOT** allow students to leave early without presenting an early departure slip.

## TRUANCY POLICY AND PROCEDURES

**Chronic absenteeism** is persistent or habitual absence or lateness (variously defined as 10% or more school days absent) where parent/carer explanations (when there are any) may be considered unreasonable.

**School Refusal** is a form of chronic absenteeism. Parent/carers are aware of the absenteeism but are unable to address it. This form of absenteeism may result from past school experiences, psycho-social reasons (e.g. clinical levels of anxiety) or a developed habit of absence.

Chronic absenteeism and school refusal are managed at HLC, Deputy and Guidance Officer level via departmental policy and procedures.

**Truancy** is defined as disengagement from school. It may be accompanied by alienation from the school culture and may involve absence that is not known by parent/carers.

Students truanting are identified through:

- ID Attend roll marking
- Staff - break times, students arriving part way through a lesson
- Parent - unexplained absences that parents cannot vouch for are deemed to be truancy.

## **Daily Attendance Report and Follow Up Procedures**

- At the end of every day a Daily Attendance Report is printed to identify students who were not in every lesson. This report is then used to monitor possible truants by Deputy Principal (Learning Culture) and HLC's.
- Students who have been marked inconsistently in this report (eg marked unexplained for a lesson and marked present in all other lessons) will be highlighted on the report which will be put into the pigeon hole of the teacher who marked the student unexplained.
- The teacher then checks the Daily Attendance Report with the student next time the student is in class to see if the absence was done in error or if the student had a reason for not being in class.
- If the absence was found to be an error the class teacher needs to go into ID Attend and adjust the roll accordingly. If this is not an error (student was truant) class teacher writes on the Daily Attendance Report 'possible truant' and hands the report back to office.
- HLC's will be emailed the details of the student. HLC's will investigate identified truanting students.
- After the investigation, HLC notifies parent (letter or phone call), enters truancy on One School and issues students with a Student Attendance Card.
- HLC's will notify AO2 responsible for absence data entry of confirmed truants. AO2 will enter this information on ID Attend.
- HLC's may request the assistance of LC teachers in following up suspected truants.

### **Action**

The expected outcome of applying consequences for truancy is to ensure students attend classes. The level of consequences applied will depend on the specific context of the behaviour and any background information relevant for the student.

### **Mandatory**

- If students are out of class, they must be carrying an "Out of Class Permission Slip", their student diary signed or an LC Lanyard.

### **Recommended Action for Initial Incidents**

1. Incidents of truancy must be recorded on OneSchool by the HLC once truant behaviour has been confirmed.
2. Students must be interviewed and counselled by HLCs.
3. Parent contact must be made to inform parents of truancy incidents. Before or after school support times arranged with parent (24 hours notice). Administration will assist with the provision of before and after school support times.
4. Students complete support times and complete missed work.
5. Student Attendance Monitoring Cards issued to students.

### **Recommended Repeat Offenders**

1. As above
2. Internal suspension
3. If truanting continues then move to external suspension
4. Warning letter after 5 unexplained absences.
5. Formal Enforcement of Attendance Process after 10 unexplained absences (school days) or Cancellation for Senior Students to begin.

# Managing Student Absences and Enforcing Enrolment and Attendance at State Schools



## APPENDIX A

### Processes for enforcing parental obligation that a child of compulsory school age attends on every school day, for the educational program in which the child is enrolled

**Please note:** Some aspects of this process (such as the generation of Form 4, Form 5, the GBN, and recording the outcome of the case) are to be completed in OneSchool under the “Enforcement of Attendance” tab within a student’s individual record. A User Guide is also available in OneSchool.

1. School identifies unexplained or unsatisfactory absences or patterns of absences for example:
  - when a student is absent for three or more consecutive school days
  - where there is a persistent pattern of unexplained absences or absences without reasonable excuses
  - where a student’s attendance is reasonably considered unsatisfactory by the principal.
2. Authorised officer at the school confirms that the child is obliged to attend and that no circumstances exist where the [parent’s obligation does not apply](#).
3. Authorised officer at the school makes reasonable attempts to contact both parents and determines if there is a reasonable excuse for not ensuring their child is attending school, using the [Director-General’s Guideline for authorised officers on how to determine whether parents have a reasonable excuse for the purposes of ss.176 and 239 of the Education \(General Provisions\) Act 2006 – 01/2015](#).
4. School offers support to family to ensure child’s attendance improves. All efforts – including records of meetings and conversations (e.g. phone calls, home visits, contact with local police, referral to Guidance Officer, or other support worker) – must be documented in OneSchool.
5. Authorised officer at the school considers whether an [exemption from schooling](#), [flexible arrangement](#) or [alteration to a student’s educational program](#) is appropriate and required.
6. If the child is still not attending regularly after two weeks (10 school days) of the first attempt to contact parents, an authorised officer at the school sends by regular and registered post, a **Notice (Form 4 – Failure to attend (s.178(2))** which is generated in OneSchool, to both parents outlining parents’ legal obligation and inviting both parents to attend a meeting to discuss the situation.
7. Authorised officer at the school keeps a signed copy of the Notice (Form 4) and records date, time and by whom letter was posted.
8. If after sending the Notice (Form 4):
  - a meeting occurred with the parents, but there is no change in circumstances within one week (5 school days) of this meeting; or
  - a meeting did not occur with the parents, and there is no change in circumstances within one week (5 school days) of sending the Notice;
 an authorised officer at the school sends by regular and registered post a **Warning Notice (Form 5 – Failure to attend (s178(4))** which is generated in OneSchool, advising parents of their legal obligations and offering a meeting to discuss support available to address failure to attend.
9. Authorised officer at the school keeps a signed copy of the Warning Notice (Form 5) and records date, time and by whom letter was posted.

10. If there is no change in attendance a week (5 school days) after the Warning Notice (Form 5) was sent, authorised officer:
  - requests Performance, Monitoring and Reporting Branch to conduct a search for information (approval for search to be given by an authorised officer in the region – Principal Advisor Education Services or Principal Advisor Regional Services or Director Regional Services) regarding enrolment and attendance to ensure the child is not enrolled at another state school (including School of Distance Education); and
  - checks with Home Education Unit whether the child is registered or provisionally registered for home education.
11. Consent to prosecute should only be sought:
  - if the compulsory schooling requirement applies;
  - after reasonable attempts have been made to contact and assist both parents to ensure the child achieves regular attendance; and
  - there is no [reasonable excuse](#) for the child not attending school.
12. To gain consent from the Regional Director to prosecute, an officer from the region (in consultation with the authorised officer from the school):
  - completes and saves in TRIM **Template 6 – Failure to attend – General Briefing Note (GBN)**, which is generated by schools using OneSchool;
  - scans completed Chief Executive’s Delegate’s Certificate template and its attachment, [Instrument of Authorisation](#), and saves this as Attachment 1 to the GBN in TRIM;
  - scans completed and signed Principal’s Certificate template and its attachment (student’s attendance record) as one document, and saves this as Attachment 2 to the GBN in TRIM. For the Principal’s Certificate, please ensure that:
    - the dates noted as “the period between Date and Date” exactly match the OneSchool absence report at Attachment A;
    - the attendance dates are the most recent available;
    - Attachment A is annotated and provided to the principal at the time of signing the Certificate (date printed on OneSchool report must be prior or equal to the date principal signs); and
  - attaches the [extract copy of the Instrument of Delegation under the Education \(General Provisions\) Act 2006](#) (refer to TRIM 15/253773) to the GBN authorising the Regional Director to consent to bring proceedings as the Chief Executive’s delegate.
13. Region may progress the GBN (Template 6) to Legal and Administrative Law Branch (LALB) for consideration and records the date sent to LALB in OneSchool, if legal advice is required.
14. LALB returns brief to authorised officer in the region. Authorised officer records date returned in OneSchool, then progresses brief (with any necessary amendments) to the Regional Director, noting the date progressed in OneSchool.
15. Regional Director considers brief and makes a decision regarding consent to prosecute.
16. Authorised officer in the region records the Regional Director’s decision in OneSchool. OneSchool will send an automatic notification to the authorised officer at the school (principal) advising of the decision.
17. If Regional Director gives consent to prosecute, the region provides GBN and a copy of all forms and any relevant correspondence regarding the child’s attendance to the Officer-in-Charge of their local Queensland Police Service (QPS) Child Protection Investigation Unit. Region can use [QPS referral letter template – failure to attend](#). QPS will use this information to consider whether or not to commence the prosecution in accordance with QPS policy.
18. Region liaises with local QPS to determine if any further assistance is required by the QPS (e.g. contact details for witnesses, staff attendance at Court etc). If QPS requires an original certified copy of the *Instrument of Delegation under the Education (General Provisions) Act 2006*, region should email Central Office at [Enquiries.SchoolOperations@det.qld.gov.au](mailto:Enquiries.SchoolOperations@det.qld.gov.au) to obtain this. Region consults with LALB if necessary about any further assistance required by the QPS.
19. If QPS indicate that they will not prosecute the matter, region liaises with Executive Director, LALB.
20. Region maintains contact with the QPS to obtain the outcome of the prosecution. Region enters outcome in OneSchool. OneSchool will send an automatic notification to the authorised officer at the school (principal) advising of the outcome.



# Managing Student Absences and Enforcing Enrolment and Attendance at State Schools



## APPENDIX B

### Processes for enforcing parental obligation that a young person in the compulsory participation phase participates full-time in an eligible option

1. School/region identifies or becomes aware of a young person in the compulsory participation phase who is not participating full-time in an eligible option.
2. School/region checks the young person's Queensland Curriculum and Assessment Authority Learning Account for activity if possible.
3. School/region checks with the Home Education Unit whether the young person is registered or provisionally registered for home education.
4. Region requests Performance, Monitoring and Reporting Branch to conduct a search for information (approval for search to be given by an authorised officer in the region – Principal Advisor Education Services or Principal Advisor Regional Services or Director Regional Services) regarding enrolment and attendance to ensure the young person is not enrolled at another state school in Queensland.
5. Authorised officer from the school or region confirms that young person is obliged to participate and that no circumstances exist where [parent's obligation does not apply](#).
6. Authorised officer from the school or region makes reasonable attempts to contact parents to determine if there is a reasonable excuse for not ensuring their child is participating full-time in an eligible option, using the [Director-General's Guideline for authorised officers on how to determine whether parents have a reasonable excuse for the purposes of ss.176 and 239 of the Education \(General Provisions\) Act 2006 – 01/2015](#).
7. School/region offers support to family to ensure young person's participation improves. All efforts – including records of meetings and conversations (e.g. phone calls, home visits, contact with local police, referral to Guidance Officer, Youth Support Coordinator or other support worker) – must be documented.
8. School/region considers whether an [exemption from compulsory participation](#), [flexible arrangement](#) or [alteration to a student's educational program](#) is appropriate and required.
9. If the young person is still not participating after two weeks (10 school days) of the first contact with parents, an authorised officer should send by regular and registered post, a [Notice \(Form 7 – Failure to participate \(s241\(2\)\)\)](#) to both parents outlining parents' legal obligation and inviting both parents to attend a meeting to discuss the situation.
10. Authorised officer keeps a signed copy of the Notice (Form 7) and records date, time and by whom letter was posted.
11. School/region work together with other local agencies in an attempt to return the student/young person to full-time participation in an eligible option.

12. If after sending the Notice (Form 7):
    - a meeting occurred with the parents, and there is no change in circumstances within one week (5 school days) of this meeting; or
    - a meeting did not occur with the parents, and there is no change in circumstances within one week (5 school days) of sending the Notice,an authorised officer sends by regular and registered post a [Warning Notice \(Form 8 – Failure to participate \(s241\(4\)\)](#) advising parents of their legal obligations and offering a meeting to discuss support available to address failure to participate.
  13. Authorised officer keeps a signed copy of the Warning Notice (Form 8) and records date, time and by whom letter was posted.
  14. If there is no change in participation a week (5 school days) after the Warning Notice was sent, authorised officer seeks the Regional Director's consent to prosecute.
  15. Consent to prosecute should only be sought:
    - if the compulsory participation requirement applies;
    - after all reasonable attempts to assist both parents to ensure the young person participates full-time in an eligible option; and
    - if there is no [reasonable excuse](#) for the young person not participating full-time in an eligible option.
  16. To gain consent from the Regional Director to prosecute, the authorised officer from the school or region:
    - completes [Template 9 – Failure to Participate – General Briefing Note \(GBN\)](#);
    - scans completed Chief Executive's Delegate's Certificate and its attachment, [Instrument of Authorisation](#), and saves this as Attachment 1 to the GBN in TRIM\*; and
    - attaches the extract copy of the *Instrument of Delegation under the Education (General Provisions) Act 2006* (refer to TRIM 15/253773) to the GBN authorising the Regional Director to consent to bring proceedings as the Chief Executive's delegate.
- \*Please note if the GBN has been completed by an authorised officer at school, the school is to progress completed GBN and attachments to the region who will save all documentation in TRIM.
17. Region may progress the GBN (Template 9) to Legal and Administrative Law Branch (LALB) for consideration, if legal advice is required.
  18. LALB returns brief to authorised officer in the region and authorised officer progresses brief (with any necessary amendments) to the Regional Director.
  19. Regional Director considers brief and makes a decision regarding consent to prosecute.
  20. If Regional Director gives consent to prosecute, region provides GBN, copy of all forms and any relevant correspondence regarding the young person's participation to the Officer-in-Charge of their local Queensland Police Service (QPS), Child Protection Investigation Unit. Region can use [QPS referral letter template – failure to participate](#). QPS will use this information to consider whether or not to commence the prosecution in accordance with QPS policy.
  21. Region notifies the school of the Regional Director's decision if appropriate.
  22. Region keeps a central record in TRIM of all cases where the Regional Director has consented to prosecute and the matter has been referred to the QPS.
  23. Region liaises with the QPS to determine if any further assistance is required by the QPS (e.g. contact details for witnesses, staff attendance at Court etc). If QPS requires an original certified copy of the *Instrument of Delegation under the Education (General Provisions) Act 2006*, region should email Central Office at [Enquiries.SchoolOperations@dete.qld.gov.au](mailto:Enquiries.SchoolOperations@dete.qld.gov.au) to obtain this. Region consults with LALB if necessary about any further assistance required by the QPS.

24. If QPS indicates that it will not prosecute the matter, region liaises with Executive Director, LALB.
25. Region maintains contact with the QPS to obtain the outcome of the prosecution. Region keeps a central record in TRIM, and notifies the school of the outcome if appropriate.