



# Brisbane Bayside State College

## Attendance Policy

### Rationale

There is a strong correlation between the success of our students and attendance. Students must attend school each day. Legal requirements of attendance pertain to all students. It is a legal requirement to explain all absences.

- Punctuality and regular attendance are essential.
- All students are required to attend all timetabled classes.
- Attendance at school each day is a legal requirement under the Education General Provision Act 2006.
- Attendance rolls are legal documents, which are subject to checking by the Department of Education.
- Attendance at school is the responsibility of everyone in the community.
- Full attendance gives students the optimum chance for success.

### Aim

To provide students with every opportunity to achieve to the best of their ability and to create clear and consistent processes pertaining to attendance.

### Procedures

Student attendance is taken in each lesson. Student attendance is first taken at 8:40am each morning. Students are required at school by 8:35am to ensure they arrive at their first lesson in adequate time.

Teachers will only mark a student as attending if the student is physically present in the classroom. Students must not be late for classes without a valid excuse.

Parents/carers must explain all student absences. This can be done by:

- calling the school's absence line on 3893 5366,
- texting on 0438 352 365,
- emailing [studentservices@brisbanebaysidesc.eq.edu.au](mailto:studentservices@brisbanebaysidesc.eq.edu.au),
- registering the absence in QParents, or
- by writing a note and having it delivered to the school by the student.

In cases of extended illness (3 or more days) a medical certificate is required and contact should be made by phone.

Student attendance in each lesson is monitored and is addressed by the school attendance officer initially. Parents will be notified if students are caught truanting school or lessons.

Families are advised to be familiar with the attendance conditions related to the receipt of any government allowances.

## **Responsibilities and Rights**

### ***Parents/Carers***

- Parents/carers must explain all student absences
- If a student needs to leave school early, parents/carers must communicate with SSR to organise a leave pass.
- Parents/carers must contact the school if there is an extended absence
- If you are struggling to get your student to attend, contact the school to seek support.
- Parents/carers must advise the school of any change of address or phone numbers to ensure school records are accurate.

### ***Students***

- Attend all classes on time.
- Do not leave the school grounds during school hours without permission from parent/carer and without getting a leave pass from SSR.
- Ensure all missed school work is complete.

### ***The School***

- Records student attendance accurately and in a timely manner
- Monitors attendance daily
- Notifies parents/carers of unexplained absences.
- Provides students with support when they are absent for legitimate extended periods.
- Offers support when school attendance is challenging.
- Notifies the relevant authorities if non-attendance is persistence.

## **Processes**

### ***Lateness to Connect***

Students who arrive after 8:40am are required to report to their scheduled Connect class. Their lateness will be recorded by the Connect teacher in IDAttend noting the arrival time. Students repeatedly late to Connect class will be identified by the appropriate Year Level Coordinator and follow-up actions will be taken.

### ***Lateness to classes***

Students who arrive after 8:50am are required to report to SSR and sign in. Students will be issued with a date and time stamped IDAttend late slip to present to their class teacher. Students repeatedly late to school will be identified by the appropriate Year Level Coordinator and follow-up actions will be taken.

### ***Early Departure***

Students who need to depart school early require a parent/carer to communicate with SSR to approve a leave pass. Students must collect the leave pass from SSR prior to departure.

### ***Truancy***

Student attendance in each lesson is monitored and students truanting class will be addressed by the appropriate Deputy Principal. If students are caught truanting school or lessons a behaviour incident is recorded, parents/carers will be notified and consequences in line with the Student Code of Conduct will be implemented.

### ***Exemptions***

Every parent of a child of compulsory school age or young person in the compulsory participation phase has a legal obligation to ensure their child is enrolled at and attending school or participating in an eligible option.

Decisions about exemptions are made by the Principal of the school the student attends. Parents can apply for an exemption from this obligation when their child cannot (or would be unreasonable in all the circumstances) attend school or participate in an eligible option for a period of more than 10 consecutive school days.

Situations where an application for an exemption may be made include:

- diagnosis of terminal medical condition
- illness or hospitalisation (including recovery period at home) for a period greater than 10 consecutive school days (where the student is not participating in a hospital education program)
- 'carer' responsibilities
- diagnosed mental health condition
- temporary interstate or overseas relocation where the family intends to return to Queensland.

If your child is exempted from compulsory schooling, you are excused from your obligation for your child to attend their compulsory schooling or compulsory participation.

## Legislation

- [Education \(General Provisions\) Act 2006 \(Qld\)](#)
- [Education \(General Provisions\) Regulation 2017 \(Qld\)](#)
- [Human Rights Act Qld \(2019\)](#)

## Other resources

- [Every Day Counts](#)
- [Managing student absences and enforcing enrolment and attendance at state schools procedure](#)
- [Exemptions from compulsory schooling and compulsory participation procedure](#)
- [Roll marking in state schools procedure](#)
- [Student discipline procedure](#)