

1 Policy

The policy on attendance guides the St Oliver Plunkett Catholic Primary School (School) staff, parents/carers, students and the community, in the careful management of school attendance; including the management of absences.

All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.

2 Rationale

The School believes that regular attendance at school increases the opportunity for children to participate in the life of the community and to optimise students' learning.

3 Aims

The policy aims to:

- Outline the School's expectations and procedures to manage attendance; and
- Outline the parent's/carer's responsibility for their child's attendance at school.

4 Implementation

4.1 Student Roll Calls

- Electronic rolls are marked twice daily and all absences noted.
- Late arrivals are marked absent and the student must check in at the school office.

4.2 Absentee Notifications

- In the case of any student absence an 'Absentee Line' and 'Parent Portal' are provided for parents/carers to notify the School.
- Non-school activities and appointments (e.g. medical and dental appointments) are to be made, when possible, outside school hours.

4.3 Absentee Reports

- Student absentee totals will be included on Semester Reports.
- Parents are able to access up to date Absentee Reports through the Parent Portal.

4.4 Extended Absences

- Parents/carers may make requests for students to be absent for a variety of reasons, with these requests to be discussed with the School Leadership Team
- Holidays taken outside school holiday times require a letter notifying the Principal of intended days absent. The School is not required to provide work for students, if holidays occur during term time.
- More than (ten) 10 days planned leave from school requires the completion of documentation for the Non-State Schools Accreditation Board. This document must be submitted to the Principal prior to the student taking leave from school.
- If concerned about a student's attendance history, a teacher will inform a member of the School Leadership Team who will endeavour to contact the parents/carers by phone to discuss the child's absences. If absences continue, a letter is sent advising the parents/carers of the legal requirement to attend school on a daily basis. A date is given by which time the parent/carer needs to respond. If attendance remains a problem, a notification is sent to Brisbane Catholic Education Office (BCE) - Student Protection Officer to report the poor levels of attendance. A meeting will be set up to meet with the

parent, staff and a member from BCE. If no improvement in attendance is made, the BCE and the School will notify the Non – State School's Office.

- If a student is absent without notification over an extended period, attempts will be made to contact the parent. The electronic roll will be marked as an unexplained absence until the student's returns or until the school is notified that the child has enrolled at another school.

4.5 Health-related Absence (e.g. injury, extended illness)

- Beneficial learning activity registered absence
In some cases a student may undertake a special education program through 'Distance' or 'Home Education Learning'. Enrolment ceases at the School for the period that the child/family is absent if enrolled in the above systems. Re-enrolment occurs when the student returns to the School. Normal school fees will apply to hold a position for the return of the family to the School.

5 Roles and Responsibilities

5.1 Role of the Principal

- ensure that attendance records are maintained and monitored at school. Brisbane Catholic Education Office, (BCEO), Non-State Schools Accreditation Board (NSSAB), Department of Education, Employment and Workplace Relations (DEEWR) auditors as well as the Courts may seek student attendance records.
- ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.
- contact parents/carers of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences. Ongoing unexplained absences or lack of cooperation regarding student attendance will result in a formal attendance conference being organised. Unresolved attendance issues may be reported by the Principal to the Department of Child Safety.
- report aggregated student attendance data to Brisbane Catholic Education, Non-State Schools and the wider community each year as part of the annual report.

5.2 Role of the Teacher

- record student attendance twice daily (morning and afternoon).

5.3 Role of Students

- attend school when fit and able to do so.

5.4 Role of Parents/Carers

- ensure that their children attend school regularly and are only absent if ill or if absolutely necessary.
- provide a written note or return a completed absence form to the school explaining why an absence has occurred.

6 Review

This policy will be reviewed every 3 years, or earlier at the discretion of the Principal.

7 Related documents

- i. Extended Leave Application Form, available from the School office, or the online Parent Portal