



# The Springfield Anglican College

## Student Attendance Procedure

Document Approval and Version Control			
Version:	1.2	Approved by:	Principal
Last amended:	March 2024	Date Approved:	November 2021
Contact Officer:	Risk and Compliance Manager	Next Review Due:	November 2024



## **1 Overarching policy**

Board Policy – Student Management Policy

## **2 Policy**

The Springfield Anglican College, Student Attendance Policy applies to this procedure.

## **3 Procedure statement**

This procedure outlines the protocols and conditions that apply to the attendance of all students at the College.

## **4 Special note**

This procedure should be read together with the Protecting Children and Young People in Anglican Education Policy, Guidelines and Procedures which deal with matters of harm, sexual abuse or inappropriate behaviour and must be kept at the forefront when considering and implementing the contents of this procedure. In the event that reasonable suspicions exist that harm, and/or sexual abuse has occurred or is likely to occur, the Protecting Children and Young People in Anglican Education Policy, Guidelines and Procedures must be followed.

## **5 Scope**

This procedure applies to all staff and students.

## **6 Obligations of parents/guardians**

- 6.1** In Queensland, a child is of compulsory school age from 6 years and 6 months until they turn 16 or they complete year 10 (whichever comes first). During this period a parent or guardian has the legal obligation to ensure that their child attends school every day, unless the parent or guardian has a reasonable excuse.



**6.2** Acceptable reasons for non-attendance include (but are not limited to):

- (a) illness;
- (b) essential appointment;
- (c) injury;
- (d) infectious disease;
- (e) bereavement; or
- (f) principal approved absence.

**6.3** Unacceptable reasons for non-attendance include (but are not limited to):

- (a) birthdays;
- (b) visiting relatives;
- (c) outside school sports;
- (d) helping parents at home;
- (e) weather (i.e. too hot);
- (f) holidays (unless prior approval granted); or
- (g) completing paid work.

**6.4** Once a child stops being of compulsory school age (i.e. reaches the age of 16 or completes year 10), it is compulsory for the child to participate in ongoing education until the child:

- (a) attains a Senior Certificate, Certificate III or Certificate IV; or
- (b) has participated in eligible options (e.g. continuing school, TAFE, university, vocational course, apprenticeship, traineeship or employment skills development program) for two years after turning 16 or finishing year 10; or
- (c) turns 17.



- 6.5** During the period where it is compulsory for the child to participate in ongoing education, the child's parents/guardians have a legal obligation to ensure that their child meets the attendance requirements of the eligible option of their choice.

## **7 College attendance requirements**

- 7.1** The College expects that all students will attend the College on designated school days.

- 7.2** If a student is unable to attend due to illness or other reasonable excuse, a parent/guardian must inform the College of the student's absence **before 8.20am** by:

- (a) telephoning the absentee line:
  - (i) Primary: 3818 5704
  - (ii) Secondary: 3814 8141
- (b) telephoning the respective College campus receptionist
- (c) emailing the absentee line: [absentee@tsac.qld.edu.au](mailto:absentee@tsac.qld.edu.au)
- (d) entering the absence via the TSAC App; or
- (e) entering the absence via the Parent Lounge.

- 7.3** Students that are absent from the College due to illness for:

- (a) any time during an examination or assessment period, including (but not limited to) the day an assessment item is due; or
- (b) more than 2 consecutive days during a non-examination or non-assessment period;

must provide a medical certificate to Student Reception upon their return to the College.

- 7.4** Parents/guardians requiring an extended absence for a student during term time are required to contact the Principal in writing, to seek permission for the absence, at least one month prior to the intended absence. If the intended absence is for more than 10 consecutive school days parents/guardians must apply for an exemption from attendance using the 'Application for exemption from school for more than 10 school days' form.



- 7.5** Where parents/guardians repeatedly fail to notify the College of legitimate student absences, the College will communicate directly with the parents/guardians about the importance of complying with the College's notification procedures. Serious non-compliance may result in a meeting between the parents/guardians and the Principal.
- 7.6** In circumstances where there are unauthorised extended absences or notable frequent absences which the College considers to be having a detrimental impact on the student's development, the College will:
- (a) keep records of all college actions taken in respect of the student's absenteeism (including but not limited to emails, file notes of conversations or meetings and records of communications with external agencies); and
  - (b) seek further guidance as to the handling of the situation from:
    - (i) The Department of Education; and
    - (ii) Independent Schools Queensland.

## **8 College roll-marking**

- 8.1** The College has a responsibility to record student attendance and respond to instances of irregular attendance.

### **Primary Campus**

- 8.2** At the Primary Campus a roll call is conducted twice per day at 8.30am and immediately after lunch at 1.10pm.
- 8.3** If a student is noted as absent at the first roll call and the College has received no notification of the student's absence, a SMS text notification of the student's absence will be sent to the student's nominated parent/guardian by no later than 9.30am.
- 8.4** If a student is noted as absent throughout the day and the College has received no notification of the student's absence or early departure, the College will contact the student's nominated parent/guardian by telephone.



- 8.5** Students that arrive late to the College must report to Student Reception to sign in. Any parent/guardian notes or medical certificates should be given to reception staff. Students will be issued with a late slip and then must immediately report to their class and give the late slip to their class teacher.

### **Secondary Campus**

- 8.6** At the Secondary Campus a roll call is conducted at the beginning of each new period throughout the day. Students can be marked absent if they do not attend class in time.
- 8.7** If a student is noted as absent at the first roll call and the College has received no notification of the student's absence, a SMS text notification of the student's absence will be sent to the student's nominated parent/guardian by no later than 9.30am.
- 8.8** If a student is noted as absent throughout the day the student's absence will be reported to a member of the Executive Leadership Team and the Head of Senior Years for immediate investigation. If the student cannot be located and the College has received no notification of early departure, the College will contact the student's nominated parent/guardian by telephone.
- 8.9** Students that arrive late to the College must report to Student Reception to sign in. Any parent/guardian notes or medical certificates should be given to reception staff. Students will be issued with a late slip and then must immediately report to their class and give the late slip to their class teacher.

## **9 Early departures**

- 9.1** Students are not permitted to leave the College during school hours without prior written permission from their parents/guardians, which must be given to reception staff at Student Reception.
- 9.2** Students leaving the College early, during school hours must sign out of the College at Student Reception immediately before leaving the College.
- 9.3** Students in year 11 and 12 may sign out of the College at the main Student Reception area (located in the Jacaranda Building) or the Senior Student Reception area (located in the Kurrajong Building).



## **10 Sick bay/first aid room**

- 10.1** If a student presents to the sick bay or first aid room and they are too unwell to remain in class, the College will contact the nominated parent/guardian to collect the student.
- 10.2** In the case of minor injury, the injury will be appropriately treated and the student will return to class.
- 10.3** Parents/guardians are asked to collect their child promptly. The sick bay/first aid room is for short term assistance only. Student who are ill need to be at home.

## **11 Truancy**

- 11.1** Truancy is the absence from College of a school aged student, without the consent of parents/guardians, during College hours.
- 11.2** Reasons for truancy can include:
  - (a) boredom;
  - (b) embarrassment and frustration;
  - (c) poor performance;
  - (d) fear, bullying or harassment;
  - (e) drug dependency;
  - (f) family stress or conflict;
  - (g) homelessness; or
  - (h) defiance of authority.
- 11.3** Truancy can compound the problems of students who may already be behind in class because of behavioural, emotional or learning difficulties. Students gradually fall further behind in their studies and jeopardise their chances of completing their education. This can increase the chances of becoming involved in delinquency or criminal activity and ultimately reduce their adult employment prospects.



- 11.4** College absenteeism is monitored closely to identify students who are truanting. An absentee report is regularly generated and given to the Head of Primary and Head of Secondary.
- 11.5** Parents/guardians will be contacted by the College to discuss issues which may be related to truancy and where appropriate the College will work with parents/guardians and the student to develop and attendance improvement plan.
- 11.6** Students found to be truanting will be subject to appropriate management or disciplinary action taken under the Behaviour Management Procedure.

## **12 Procedure administration**

This procedure will be reviewed 3 years from the date of the approval shown herein unless circumstances require that an earlier review be conducted.