

North Lakes | STATE COLLEGE

Learn, Lead, Succeed



ATTENDANCE POLICY

2025



Accredited International Student Program

CRICOS Provider Number: 00608A



ATTENDANCE POLICY

BACKGROUND

All schools in Queensland are committed to providing a safe and supportive learning environment for all students which addresses their educational needs.

North Lakes State College:

- Is committed to promoting the key strategies of DETE's *Every Day Counts policy*.
- Believes all children should be enrolled at school and attend school all day, every school day.
- Monitors, communicates and implements strategies to improve regular school attendance.
- Believes truanting can place a student in unsafe situations and impact on their future employability and life choices.
- Believes attendance at school is the responsibility of everyone in the community.

PARENT RESPONSIBILITIES

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 for their child's absence.

From time to time a student may be absent from their educational program. Parents comply with their compulsory schooling or compulsory participation obligation by providing a satisfactory reason for these absences, unless the student is an adult or it is not appropriate to contact the student's parents, in which case an explanation should be sought directly from the student. Parents should provide a reason for a child's absence as soon as possible after the absence through the college absences line on: **(07) 3482 5555**

REASONS FOR STUDENT ABSENCE

Acceptable reasons for a student's absence would be:

- Work experience
- Natural disaster
- Representative sport
- Illness
- Funeral
- Legal Obligations
- Suspension or exclusion

The department would strongly encourage families not to schedule holidays during school time. This minimises the disruption to student learning. If you need to schedule holidays during school time, please contact the College in advance to talk about arrangements.

For any absence of longer than 10 school days, an application for exemption needs to be submitted to the College. Application forms are available either on the College's website or at Client Services.

Unreasonable reasons for student absence would be:

- Birthdays
- Shopping
- Visiting friends or family
- Minor appointments e.g., haircuts

All parents are encouraged to communicate with the school and attend meetings with key stakeholders around students who are refusing to attend school.

STUDENT RESPONSIBILITIES

- All students need to be at school each and every day prepared for work and learning.
- All students are to be accountable for attendance and participation.
- All students are expected to be in class on time and remain in class each lesson.
- Students are to remain at school during school hours unless they have permission from parents/carers or the school.
- Ensure all missed school work is completed.



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SCHOOL RESPONSIBILITIES

- Inform parents of their legal obligations in regard to enrolment and attendance.
- Implement strategies to manage student enrolment, absences, chronic absenteeism, school refusal and truancy using the guidelines set out in the *Every Day Counts* policy.
- Monitor student absences and identify when a student is absent for three or more consecutive days, or where there is a pattern of persistent unexplained absences, or where a student's attendance rate is reasonably considered unsatisfactory.
- Take reasonable steps to follow up unexplained absences as soon as possible or ideally within three days of the absence.
- Continue to work with regional and other local resources to engage students and their families with the aim of returning the students to school.
- Follow established processes for enforcing parental obligation in regard to: enrolment, attendance, compulsory participation.

At our school we promote 100% attendance by including *Every Day Counts* information and discussing the importance of attendance with every new family upon enrolment displaying *Every Day Counts* material within the school.

As a school we are committed to achieving or surpassing the state average of 92% attendance rate.

RESPONSES TO ABSENCES

When a student is absent without explanation for 3 days or a pattern of absences has been identified, the College will take the following actions to monitor attendance:

- Absences are actioned daily via SMS text messaging to parents and phone calls to non-SMS parents.
- An email is sent weekly to parents to seek an explanation for absences.
- Weekly monitoring of three or more unexplained absences is conducted by sub-school principals.
- Monthly monitoring of all absences is conducted by sub-school principals utilising percentage reports and validating all students with less than 80% attendance rate.

Where there is a persistent pattern of unexplained absences or absences without reasonable justification, a student's attendance can be considered unsatisfactory. The principal will commence 'compulsory' schooling and compulsory participation processes.

1. Making contact with parent/guardian, requesting reason for absence and offering support to engage student with their schooling.
2. If the child is still not attending regularly after three weeks (15 school days) from the first attempt to contact parents, a *Notice* to both parents outlining parents' legal obligation will be posted and they will be invited to meet with school to discuss the situation.
3. If a meeting **does not** occur with the parents and there is no change in circumstances within one week (five school days) of sending the Notice.

OR

If a meeting **does** occur with the parents but there is no change in circumstances within one week (five school days) of this meeting:

- A Warning Notice advising parents of their legal obligations will be posted and an offer to meet to discuss support available to address failure to attend will be extended by the school.
- 4. If there is no change in attendance one week (5 school days) after the Warning Notice is sent, an Authorised Officer:
 - Requests Performance, Monitoring and Reporting Branch to conduct a search for information regarding enrolment and attendance to ensure the child is not enrolled at another state school (including School of Distance Education).
 - Checks with Home Education Unit whether the child is registered or provisionally registered for home education.
 - Advises Regional Office they wish to seek the Director-General's consent to prosecute.
- 5. Where unsatisfactory attendance still continues, the Executive Principal may commence processes associated with Enforcement of Compulsory Schooling and Compulsory Participation. The Executive Principal is able to seek advice from Central Office Legal & Administrative Law Branch regarding consent to prosecute parents/carers.



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RELATED RESOURCES

Every Day Counts:

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

Departmental Policies:

SMS-PR-017: Enforcement of Compulsory Schooling and Compulsory Participation Phase

<http://education.qld.gov.au/strategic/epr/students/smspr017>

SMS-PR-029: Managing Students Absences

<http://education.qld.gov.au/strategic/epr/students/smspr029>

SMS-PR-036: Roll Marking in State Schools

<http://education.qld.gov.au/strategic/epr/students/smspr036>