

# Student Attendance Policy

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<b>Purpose:</b>	This policy outlines the processes for managing student attendance, absence management, punctuality, school refusal and student reengagement.	
<b>Scope:</b>	This guideline applies to all students of the school. It should be read in conjunction with the <i>Student Positive Expectations and Behaviour Guideline</i> . It does not include student protection concerns relevant to the <i>Stuartholme Student Protection Processes</i> .	
<b>Status:</b>	Final	<b>Supersedes:</b> All previous student attendance policies
<b>Authorised by:</b>	Principal	<b>Date of Authorisation:</b> August 2018
<b>References:</b>	<ul style="list-style-type: none"> <li>• Student Positive Expectations and Behaviour Guideline</li> <li>• Stuartholme Student Protection Processes</li> </ul>	
<b>Review Date:</b>	Annually	<b>Next Review Date:</b> June 2019
<b>Policy Owner:</b>	Dean of Student Wellbeing	

### 1. Introduction

Stuartholme School is a Catholic, independent girls' day and boarding school located in Brisbane. As a Sacred Heart School, our philosophy is based on the 200-year tradition of the Society of the Sacred Heart. This holistic approach educates children to become leaders of tomorrow following the five Sacred Heart goals. We endeavour to provide a safe, challenging and positive environment so that each girl develops the resilience, courage and capacity to be the best she can be and challenge social norms.

### 2. Responsibilities for school attendance

Under s176 of the Education (General provisions) Act 2006, the parents of a child or young person who is of compulsory school age must ensure that they are enrolled at school and that they attend every school day for the educational program in which they are enrolled unless the parent has a reasonable excuse.

Students should arrive at school in time to prepare for their first lessons. Unless they are taking part in a supervised activity, they should arrive no earlier than 8.00am, when supervision of the grounds will commence. Similarly, unless they are taking part in a supervised school activity, students should vacate school by 3.25pm, when supervision will cease.

It is generally accepted that when student attendance falls below 80% that a student's educational attainment, academic achievement and student wellbeing can be compromised. Stuartholme will monitor student attendance and punctuality and make reasonable attempts to contact both parents in instances where the school identifies that an unsatisfactory absence or pattern of absenteeism exists. The school will offer support and advice to the family to try and encourage better attendance and/ or punctuality rates, keep records and consult with child protection policies and procedures as part of this process.

In circumstances whereby the parents/ guardians are unwilling or unable to work collaboratively to ensure their daughter's regular attendance at school, the student's enrolment may be terminated and the matter referred to the Department of Child safety, Youth and Women and Queensland Police.

### 3. Absence management

When a student is absent parents are expected to notify the school either by phoning the absentee line (3510 6488) or via the College App by 8.30am to report the absence. If the absence is more than 1 day, a phone call is required on each day.

A doctor's certificate is required for:

- any extended absence (beyond 3 days – Years 7-12)
- absence during exam periods; Years 10-12
- any absence which affects deadlines for other assessment work.

Requests for early leave at the end of term are discouraged. Application for extended leave of 3 days or more must be made using the online form available through *MyStuartholme*. Parents should check their daughter's assessment schedule to check that there are no assessment or examinations at this time. Examinations will not be rescheduled for any reason other than illness, bereavement and State or National representation. Teachers are not required to provide work for students who are absent during term time.

### **4. Late students / leave during the school day**

Students arriving after the first bell of the day must sign in through Student Reception with a note from their parent/ caregiver.

Students must not leave the school grounds during the day for any reason without a written request from parents/ caregivers and should sign out through Student Reception. If a student leaves for only part of the day, the student should report to Student Reception to register her name on exiting and re-entering the premises.

Students may not be absent from any class throughout the school day for any reason. For legitimate absences from class such as private tuition or access to the Health centre students must sign out and re-enter through Student Reception.

When students become sick during the day, they must be referred to the Health Centre by their teacher and must sign out through Student reception. Parents will be contacted by the Nurse if necessary. Students are not permitted to directly contact their parents and make arrangements to travel home independent of the Health Centre.

### **5. School refusal and student reengagement**

School refusal has ongoing serious consequences for a student's reconnection with education in any form, their engagement in society, mental health and wellbeing.

It is the responsibility of the parents/ guardians with help from an external medical team or treating clinician to work with the school to ensure their daughter's return to regular attendance at school. Stuartholme is happy to work collaboratively, including with a student's doctor/ treating clinician to support their re-engagement plan.

### **9. Exemptions**

An exemption from attendance may be granted by the Principal in certain circumstances for absences of between 10 and 110 schools day in a year. Circumstances where an exemption from schooling for a child or young person may be appropriate include (but are not limited to): Diagnosis of terminal medical condition; Sporting representation, Illness or hospitalisation for a prolonged period of time; 'Carer' responsibilities; Mental health condition; Extended travel; Cultural or religious reasons; and Family reasons.

**Stuartholme School Student Attendance Policy**  
**Managing Student Attendance Flowchart**

Students and parents/ caregivers are required to be familiar with the school's policy and the flowchart below outlines the steps for managing student attendance.

