

Attendance Policy

1. Purpose and Objectives

This policy defines the school's method of monitoring student attendance and reporting processes.

2. Definitions, Terms, Acronyms

Canterbury College	Canterbury College Ltd or any controlled entities of Canterbury College Ltd.
Attendance	The action or state of going regularly to or being present at a place or event.
Compulsory School Age	(from Education (General Provisions) Act 2006 s9) A child is of compulsory school age if the child is at least 6 years and 6 months, and less than 16 years. However, a child is no longer of compulsory school age if the child has completed Year 10.
Compulsory Participation	(from Education (General Provisions) Act 2006 s231) A young person's compulsory participation phase <ol style="list-style-type: none"> 1. Starts when s/he stops being of compulsory school age; and 2. Ends when the person: <ol style="list-style-type: none"> a. Gains a certificate of achievement, Senior statement, Certificate III or Certificate IV; or b. Has participated in eligible options for 2 years after the person has stopped being of compulsory school age; or c. Turns 17.
Sick Leave	Leave, due to illness, which parents/carers have advised the school of. If the child is away for 3 or more consecutive days, they will require a medical certificate.
Medical leave	Leave which parents/carers have advised the school of, for a child to attend a medical appointment (i.e., orthodontic/doctors/hospital appointment).
Approved Leave	Leave approved by the relevant Head of each sub-school.
Unapproved-Parent Acknowledged	Leave which parents/carers have advised the school of, however, is not approved by the relevant Head of each sub-school.
Unapproved Leave	Leave which parents/carers have not advised the school of and is not approved by the relevant Head of each sub-school. For example, when a child is late for school and they do not have a note or a parent/carer with them. Or they have left school early/not attended a class throughout the day without permission.
Will Be Late	When a parent/carer makes contact with the school to advise their child/ren are going to be late for school – entering the reason into the notes.

Parent Acknowledged	When a parent/carer calls to advise that their child/ren will be absent from school and they do not give a reason why, or they advise that it is personal.
Parent/Carer	The person(s) charged under law with the legal responsibility for the long-term interests of the student (usually parents).
School Refusal	When a parent/carer makes contact with the school to advise that their child/ren are currently refusing to attend school. The Head of House/Academic Care Coordinator and School Counsellor will need to be notified.

3. Policy Scope/Coverage

The Attendance Policy applies to all parents/carers and students enrolled at Canterbury College and all teaching and administrative staff responsible for the care of students.

4. Policy Statement

Canterbury College believes:

- Daily school attendance is important for success in education and to ensure our students do not fall behind.
- Encourages strong lines of communication between parents/caregivers and the College.
- Provides a safe and supportive learning environment where students do not feel victimised or judged for having attendance or lateness issues, but rather supported, respected and understood.
- Supportive of students with their attendance 'at risk', monitoring their attendance through communication and counselling to ascertain reasons for poor attendance.

5. Guidelines/Procedure/Process

1. Leave Applications for Students

Students applying for 1-2 days leave will be required to submit their application to their respective Head of Junior School (Junior School) or Head of Secondary who will review the request. If the leave is approved, it will be sent back to the Head of House and the Secondary School Administration. The Head of House will liaise with teachers in regard to school work and assessment. If the leave is unapproved, the Head of Secondary will contact the student's parents/carers to communicate with them about the leave. The Head of Junior School will oversee all approvals in the Junior School.

Unapproved leave includes family holidays taken during term time. Teachers will not be required to provide students missed work. Students may choose to complete work (located on MyCC or in their class OneNote). If assessment is due to be submitted whilst a student is absent, this is still required to be submitted prior to their leave. Exams will not be completed prior to the student's departure for leave and comparable exams will not be offered. This may have implications on future subject selections and reportable results. For students in Years 11 and 12, this will impact Queensland Certificate of Education (QCE) points and ATAR calculations. Early identification of students whose attendance is not regular is crucial to minimising student absences. When a school identifies unexplained or unsatisfactory absences or patterns of absences, they can take steps towards enforcing the parental obligations regarding school attendance using the following factsheets and templates.

2. Continuous days Absent from School

Staff member looking after attendance will look for patterns with students being absent from school. If they see a pattern happening, they will contact the Head of House or Assistant Head of Junior School (Wellbeing) to advise which student is not attending school to the expected standard. The Head of House/Assistant Head of Junior School (Wellbeing) is required to meet with the students and parents/carers to discuss. If nothing is improving, they will need to meet with the Head of either sub-school.

When staff notice 5 days of unapproved absence (i.e., away no reason given, unapproved), management of student absence process commences.

3. Students Missing from Class

If there is a student missing from class, the administration staff will make contact with the current teacher to make sure they were not missed off the roll. If the student is still missing, they will contact the Heads of House who are not on class/Assistant Head of Junior School (Wellbeing), send out an email to all staff to advise of the missing student. If students are not found within 10 minutes, parents are contacted to advise they are currently missing from class and to ask for the student's mobile number. Administration to liaise with the Head of appropriate sub-school when and if police are required to be involved. Once the student is found parents/carers are to be contacted, and an email sent to all staff to advise the child/ren has been found.

4. Early Departure and Late Arrival

Students arriving late for school need to present administration to sign in before going to class. If the student has a medical certificate, note from parent/carer, or their parent/carer with them, it can be recorded as 'Parent acknowledged'. If the student comes in with nothing, they will be signed in as unapproved leave.

Students signing out early will require their parent to sign them out. If someone else is picking them up the administration will need to contact the parent/carer to make sure the following person can pick them up. Students who are approved for Driver Permission can sign themselves out from school. In this situation, Secondary School Administration will require an email or phone call from the student's parent/carer advising they give permission for the student to sign themselves out.

6. Absence Management

1. 90% Attendance Rate

Head of House notified, they make contact with the student to discuss their drop in attendance. Parents or Carers notified of drop in attendance.

2. 80% Attendance Rate

Initial Warning Letter sent to the Parents or Carers regarding their son/daughter's attendance. (Sent from the Head of House)

3. <80% Attendance Rate

After 2 weeks of the initial Warning Letter and the student's attendance is still dropping an Attendance at Risk letter will be sent home to Parents or Carers (from the Assistant Head of Junior School (Wellbeing) or the Director of Student Wellbeing)

4. <80% Attendance Rate

2 weeks after the Attendance at Risk Letter is the student's attendance is continuing to drop there will be a meeting between the Parents or Carers and the Head of Secondary School to discuss the Student's Enrolment.

7. Roles and Responsibilities

Student:

- Attend school every day unless ill or absent for family reasons.
- Participate in all relevant school activities, unless ill or family reasons.
- Communicate with class teachers/Head of House and School Counsellor if they have concerns about attending school.
- Pass on any correspondence about attendance.
- Report to the office to sign in if they arrive late to school.
- Attend school for the daily duration.
- Students are required to attend classes punctually, according to their timetable, and to be fully prepared for work and learning, as students are accountable for their own attendance and participation.
- Students are responsible to liaise with their teachers to ensure all missed schoolwork is completed.

Parent/Carer:

- Parents/carer have a legal obligation to ensure their child is enrolled and attends school every day unless there is a reasonable excuse for their absence.
- The Queensland Government's education policy states that "parents of children of compulsory school age have a legal obligation to ensure that their children are enrolled in school and attend for every day of the educational program in which they are enrolled. Parents/carers of students in the post compulsory phase have a legal obligation to ensure that these students participate full-time in an eligible option".
- Keep their child home when they are ill and seek a medical certificate for three consecutive days or more of absence.
- Ensure their child/ren arrive to school on time.
- Notify the school if their child/ren is going to be absent.
- Contact the school if their child is to be collected during the school day and adhere to the school's formal 'sign out' procedures.
- Ensure that home and emergency phone numbers are up to date at all times.
- Communicate with office staff, either by phone, email or in person.
- Parents/carers need to be aware that if their holiday leave is at the same time their child/ren's exams are on, if the leave is not approved, the resitting of exams may not be accommodated for (Year 11 and Year 12 have to adhere to the QCAA requirements).
- Parents/carer are to book appointments (e.g., specialist appointments, dentist, doctor, etc) outside of school hours where possible.
- If your child/ren is sick during an exam, you are required to seek a medical certificate for adjustments to be made to the exam and exam schedule.
- Communicate with the school if your child/ren is having difficulty attending school so that we can work as a team to help your child/ren attend school.
- Parents/carer should be aware that if their child/ren's attendance falls below acceptable levels, they may be asked to attend an interview to discuss their child/ren's enrolment at Canterbury.

Staff:

- Provide a friendly, welcoming and engaging classroom.
- Ensure students arriving late go to the office to sign in.
- Teachers are to mark rolls by 8:45am.
- Heads of House/ACCs to follow up issues relating to attendance if a student is off for an extended period of time.
- Record information from parents/carers as necessary in students notes.
- Secondary School Administration contacts home to see where the students are when they are marked as absent from school “away no reason given”.
- Monitor attendance and student lateness and report regularly to Academic Care Coordinator/Head of House.
- Follow up issues relating to attendance.
- Inform parents/carers of their legal obligations in regards to enrolment and attendance.
- Implement strategies and work with other staff members to manage student enrolment, absences, chronic absenteeism, school refusal and truancy.
- Heads of House/ACCs are to try and re-engage students and their families with the aim of returning the students to school as soon as possible.

8. Review

This policy and its associated procedures, quick reference guides and protocols will be reviewed in accordance with the College’s policy review processes. Canterbury College, however, reserves the right to review this policy at any time.

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