

Attendance Policy

Contents

1. Purpose and Objectives.....	2
2. Definitions, Terms, Acronyms.....	2
3. Policy Scope/Coverage.....	3
4. Policy Statement.....	3
5. Approved and Unapproved absences from school.....	3
6. Attendance Management.....	4
7. Student Absence Procedures.....	4
8. Roles and Responsibilities.....	5
9. Review.....	7

1. Purpose and Objectives

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

2. Definitions, Terms, Acronyms

Canterbury College / the School	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	The <i>Education (General Provisions) Act 2006</i> s9 defines a: 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	The <i>Education (General Provisions) Act 2006</i> s231 defines a young person’s compulsory participation phase: 1. Starts when s/he stops being of compulsory school age; and 2. Ends when the person: 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/doctor’s/hospital appointment).
Approved Leave	Leave approved by the relevant Head of each sub-school, for which adjustments to the academic program can be made
Unapproved-Leave	Leave which parents/carers have advised the school of; however, is not approved by the relevant Head of each sub-school, for which adjustments to the academic program cannot be made.
Away – no reason given	Leave which parents/carers have not advised the school of and is not approved by the Head of the relevant 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 advises the school their child/ren are going to be late for school – entering the reason into the notes.

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/carers contacts the school to advise that their child/ren are currently refusing to attend school. The Head of House/Assistant Head of Junior School 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.
- Believes that daily school attendance is important for the formation of strong relationships between peers, teachers and support staff.
- Requires students to be present for the full school day, from 8:30am until 3:15pm
- Does not support students missing school due to family holidays taken during term time
- Encourages strong lines of communication between parents/carers 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.
- Monitors the attendance of each student, including lateness to school, lateness to class and early departures from school and provides support and intervention in the event that attendance levels are low.

5. Approved and Unapproved absences from school

In circumstances where a student’s absence from school is approved, Canterbury College will adjust the academic program to accommodate the absence. Such adjustments may include negotiated submission deadlines for assignments or rewriting of examinations for absent students to complete on their return to school. Please note that students will not be able to sit examinations or tests in advance of the scheduled date for the cohort.

Academic adjustments will not be possible if the absence is unapproved. However, students will still be able to complete work whilst they are away by accessing MyCC or the class OneNote, and Senior School students will be able to submit assessments by the due date remotely via MyCC. If the absence is unapproved, comparable exams will not be offered. This may have implications for future subject selections, reportable results and the awarding of academic prizes.

In determining whether or not an absence from school is classified as either approved or unapproved, the following principles apply. These principles are consistent with the guidelines provided by the QCAA for managing assessment in the senior years:

Reasonable excuses that would meet the threshold for approved absences include:

- An unforeseen illness or injury, with a supporting medical certificate from a doctor
- The death or funeral of a close family member

- Students participating in an activity external to the school such as a representative sporting or musical activity, which closely aligns to their school program and / or their desired future beyond school.

Unapproved absences include:

- Family holidays during school term time
- Matters that a student could have avoided, such as misreading an exam timetable

6. Attendance Management

Student attendance is monitored by both the Junior and Senior School Administrations, to identify patterns of student absence from school. If they notice a pattern (for example more than 3 consecutive days or more than 5 days in a term, the Head of House or Assistant Head of Junior School will make contact with the student's parents or carers to offer support. Attendance reviews are conducted three times per semester, typically during Week 8 of Terms 1 and 3 and during weeks 5 and 9 of Terms 2 and 4. The following criteria outline the subsequent actions:

6.1. <90% Attendance Rate at first check of Semester

The Assistant Head of Junior School or Senior School contacts the student's family to highlight the attendance, clarify the issues involved and offer support.

6.2. <90% Attendance Rate at second check of the Semester

- If the student's attendance rate **was not flagged** at the first check of the semester, the Assistant Head of Junior/Senior School contacts the student's parent/carers to flag the attendance rate with the family, seek correction of attendance patterns and offer support.
- If the student's attendance rate **was flagged** at the first check of the semester, an Attendance at Risk letter will be sent home to Parents/ Carers from the Assistant Head of Junior/Senior School.

6.3. <90% Attendance Rate at third check of the Semester

- If the student's attendance rate **was not flagged** at either the first or second check of the semester, the Assistant Head of Junior/Senior School contacts the student's parent/carers to flag the attendance rate with the family and seek correction of attendance pattern and offer support.
- If the student's attendance rate **was flagged** at the first or second check of the semester **but no Attendance at Risk letter** had been sent home, an Attendance at Risk letter to Parents/ Carers from the Assistant Head of Junior/Senior School.
- If an **Attendance at Risk letter had previously been sent** within the semester, an Attendance Request for Parent Meeting to Parents/Carers from the Head of Junior/Senior School to be sent (as appropriate) to discuss the student's enrolment.

7. Student Absence Procedures

7.1. If a student is absent from school

Parents/carers are required to notify the College of any absence via the Parent Orbit App.

If no notification has been received, the College will contact parents/carers via SMS and the Parent Orbit App on the same day the student is marked absent, as soon as practicable, typically at approximately 10:00am.

7.2. Leave Notifications for Students

Parents of students requiring 2 or more days of leave should request this in advance through the Parent Orbit App.

If the leave is approved the Head of House or Assistant Head of Junior School will liaise with teachers in regard to schoolwork and assessment.

If the leave is unapproved, teachers will not be required to provide students with the work missed during this time. Students may choose to complete work (located on MyCC or in their class OneNote) and in the Senior School will still be required to submit assessments by the due date.

7.3. Students missing from class

If a student is unaccounted for:

- Administration will confirm attendance with the classroom teacher.
- If still missing, the Head of House or Assistant Head of Junior/Senior School will be notified and an alert emailed to all staff.
- If the student is not located within 15 minutes, parents/carers will be contacted.
- Administration will liaise with the appropriate Head of School to determine if police involvement is required.
- Once the student is located, parents/carers will be notified and staff advised.
- An incident report will be completed and attached to the student's individual file.

7.4. Late Arrival at school

- Students arriving late must sign in at Administration before attending class.
- Parents can inform the school via Parent Orbit App of a student's likely late arrival
- Without documentation, late arrival will be recorded as unapproved Leave.
- Persistent lateness may lead to a meeting with the Head of House or Assistant Head of Junior/Senior School.

7.5. Early departure from school

- Students must be signed out by a parent/carer.
- If another person is collecting the student, Administration will confirm parent/carer permission. Parent permission can be provided through the Parent Orbit App.
- Students approved for Driver Permission may sign themselves out, provided parent/carer consent has been received by Senior School Administration, either verbally or via the Parent Orbit App.

8. Roles and Responsibilities

8.1. Student:

The Student must:

- 8.1.1. Attend school every day unless ill or absent for approved reasons.
- 8.1.2. Arrive at school every day in time for the warning bell
- 8.1.3. Participate in all relevant school activities, unless ill or absent for approved reasons.
- 8.1.4. Pass on any correspondence about attendance.
- 8.1.5. Report to the office to sign in if they arrive late to school, or leave early.
- 8.1.6. Attend school for the daily duration.
- 8.1.7. Attend classes punctually, according to their timetable, and be fully prepared for work and learning, as they are accountable for their own attendance and

participation.

8.1.8. liaise with their teachers to ensure all missed schoolwork is completed.

8.2. Parent/Carer:

8.2.1. Parents/carers have a legal obligation as outlined under the *Education (General Provisions) Act 2006* (Qld).

176 *Obligation of each parent*

(1) Each parent of a child who is of compulsory school age must
(a) ensure the child is enrolled at a State school or non-State school; and
(b) ensure the child attends the State school or non-State school, on every school day, for the educational program in which the child is enrolled; unless the parent has a reasonable excuse.

8.2.2. To meet this legal requirement, parents / carers are required to:

8.2.2.1. Keep their child home when they are ill and seek a medical certificate for three consecutive days or more of absence.

8.2.2.2. Ensure their child/ren arrive to school on time.

8.2.2.3. Notify the school if their child/ren is going to be absent.

8.2.2.4. Contact the school if their child is to be collected during the school day and adhere to the school's formal 'sign out' procedures.

8.2.2.5. Ensure that home and emergency phone numbers are up to date at all times.

8.2.2.6. Book appointments (e.g., specialist appointments, dentist, doctor, etc) outside of school hours where possible

8.2.2.7. Communicate with the school if your child/ren is having difficulty attending school so that we can provide support.

8.2.3. Parents/carers need to be aware that for unapproved leave during term time, the exams or assessments will not be rescheduled. (Year 11 and Year 12 must adhere to the QCAA requirements).

8.2.4. If a child/ren is sick during an exam, their parents / carers are required to seek a medical certificate for adjustments to be made to the exam and exam schedule.

8.2.5. Parents/carers 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 College.

8.3. Staff are required to:

8.3.1. Provide a friendly, welcoming and engaging classroom and school environment.

8.3.2. Teachers are to mark rolls by 8:45am and ensure students arriving late go to Administration to sign in.

8.3.3. Heads of House/Assistant Head of Junior School (Wellbeing) will follow up on issues relating to attendance if a student is absent for an extended period of time.

8.3.4. Record information from parents/carers as necessary in students notes.

8.3.4.1. Contact home to see where the students are when they are marked as absent from school "away no reason given".

8.3.4.2. Monitor attendance and student lateness and report regularly

8.3.5. The Assistant Head of Junior School (Wellbeing) / Assistant Heads of House/ Heads of House are required to:

8.3.5.1. Follow up issues relating to attendance as set out in the policy above.

8.3.5.2. Inform parents/carers of their legal obligations in regard to enrolment and attendance.

8.3.5.3. Implement strategies and work with other staff members to manage student enrolment, absences, chronic absenteeism, school refusal

- and truancy.
- 8.3.5.4. Heads of House/Assistant Head of Junior School (Wellbeing) are to try and re-engage students and their families with the aim of returning the students to school as soon as possible.

9. Recordkeeping

The College maintains accurate attendance records for all scheduled school days and educational activities.

Attendance is recorded by teaching staff using the College’s student management system, with absences, late arrivals, and early departures recorded using standardised codes.

Attendance records are maintained in accordance with legal and administrative requirements. Staff are responsible for ensuring entries are timely and accurate, and records are regularly monitored to support compliance and early identification of attendance concerns.

10 Review

This policy and its associated procedures, quick reference guides and protocols will be reviewed annually. Canterbury College, however, reserves the right to review this policy at any time.

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