



ATTENDANCE POLICY

LEGAL POSITION

Education in Queensland is compulsory if the child is at least 6 years and 6 months, and less than 16 years, unless that child has completed Year 10 (s9 Education (General Provisions) Act 2006).

A parent, if a child of compulsory school age, must ensure the child is enrolled in a school and attends school on every school day unless the parent has a reasonable excuse. Note that a reasonable excuse may be that the parent is unable to control the child's behaviour. (s176 Education (General Provisions) Act 2006).

The consistent message for all school communities is 'Every Day Counts'.

The goal of every school in the diocese should be:

- A school culture based on 100% attendance;
- Every student absence explained;
- Every student absence for an acceptable reason;
- Early intervention and action where absences are becoming habitual.

SCHOOL ATTENDANCE RECORDS

School attendance records include:

1. The Register of Enrolments that is retained permanently
2. Notes and records of explanations for absences from parents that are to be retained for one year
3. The Attendance Register (roll) that is to be retained for five years

Electronic Roll Marking was introduced to Primary Schools in the Cairns Diocese in 2013 as part of the mandatory student-reporting period (20 weeks) on student attendance. This application requires teachers to access the Staff Portal to electronically mark an AM and PM roll each day.

RESPONSIBILITIES

Parents and Carers are responsible for:

1. Ensuring their child is legally enrolled at the correct age
2. Ensuring that their child attends school regularly
3. Promptly explaining the absences of their child from school
4. Taking measures to resolve attendance issues involving their child

The Principal is responsible for:

1. Ensuring this school policy provides clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance through newsletter items, parent information handbook and school website.
2. Implementing procedures to address attendance issues in consultation with parents and teachers.
3. Ensuring that new and relief staff receive a briefing from either the principal or his/her delegate on school attendance procedures and approved roll marking.

Teachers at St Thomas' Primary School must:

1. Ensure that the class roll is accurately marked and submitted twice daily.
2. Mark the roll as follow:
 - am roll - 8:45am and
 - pm roll - 2:00pm

Notes:

- Morning (am) rolls are to be submitted by 9:00 am.
 - Students arriving after the second bell (8:45am) are required to report to the office for a late slip.
 - Late slips are entered by front office staff
 - Any student arriving after 9:30am will be marked absent for a half day.
 - Afternoon (pm) rolls are to be submitted no later than 3:00pm. Students not present at 2pm are to be marked absent for a half day.
3. Ensure relief teachers in their classes follow school procedures.
 4. After two consecutive days of student's absence, contact parents regarding unexplained non-attendance requesting a verbal explanation of the non-attendance.
 5. Notify the Principal/APA/APRE when an absence is recorded over 5 days' consecutive days without prior notification from the parents.

Absence Notes/Records at St Thomas' Primary School

Absence notes must be collected and retained as part of the attendance record. Teachers are to follow the procedure below:

1. Collect and retain notes in student's individual student files located in classrooms.
2. Parents are encouraged to send a note to explain absences.

Anomalies:

No Internet: Teachers are to mark their rolls using their class list and enter absences once the Internet returns.