

# Attendance and Absence Management Policy

---

<b>Effective</b>	August 2023
<b>Review</b>	August 2025
<b>Owner</b>	Principal
<b>Approver</b>	The Sycamore School Governing Body

## 1 Purpose

---

Parents/carers of a child who is of compulsory school age must ensure:

- they are enrolled at a school; and
- that they attend every school day for the educational program in which they are enrolled in.

Consistent attendance and participation at school are essential factors in achieving social, wellbeing and learning outcomes.

This policy outlines:

- The Sycamore School's expectations and procedures to manage attendance; and
- Parent/carers responsibility for their child's attendance at school.

## 2 Applicability

---

This policy and procedure is to be followed by a person who fills the role with a .

- Staff (all employees (full-time, part-time, permanent, fixed term, casual or relief), apprentices/trainees, host employees, people doing work experience or vocational placement)
- Directors
- Contractors
- Parents/Carers
- Students
- Visitors
- Volunteers
- Others

## 3 Definitions/Acronyms

---

<b>Absence</b>	Any time a child is not attending or participating in their educational program it is considered an absence.
----------------	--

<b>Collaborative Education Team (CET)</b>	A class teacher and education support officer.
<b>Extended absence</b>	Absence of three days or more.
<b>High School</b>	Year 7 to Year 10
<b>Junior School</b>	Prep to Year 6
<b>Participation</b>	A child is participating in the school 's educational program only if they are enrolled at the School and complying with the attendance policy.
<b>School</b>	The Sycamore School

## 4 Policy

---

The Sycamore School's educational program is full-time. It is expected that students are at school for 5.5 hours (Junior School) and 6 hours (High School) each weekday, during term time (excluding public holidays and student free days).

Junior School classes commence class at 9:00am and conclude their day at 2:30pm.

High School classes commence class at 8:45am and conclude their day at 2:45pm.

### 4.1 The Sycamore School Responsibilities

The Sycamore School monitors the attendance of all students and identifies students with attendance issues. Staff will work with these students and their families to help identify the reasons for poor attendance, promote the benefits of attending school, identify attendance and achievement goals, and develop a realistic plan for improving attendance.

- The School will consider the needs of the students and reflect on the context of the community.
- The School is proactive where it identifies a student with chronic absenteeism or a pattern or trend of absences. For example more than 3 consecutive days of unexplained/unauthorised absences, or an attendance rate of 40% or less.
- At all times, the School will be mindful of cultural, religious, medical, wellbeing and other reasons for student absence.
- The Principal will decide if the excuse given for a child's absence is reasonable.
- Where there is no reasonable excuse for a student's non-attendance, the Principal may refer parents to the Queensland Police Service for prosecution. However, this is seen as a last resort.

### 4.2 Parents/Carers Responsibilities

Under Queensland law, parents/carers of compulsory-school-aged children must:

- Enroll them at a school.
- Ensure they attend and participate at school on every school day unless there is a reasonable excuse for their absence such as illness or medical appointments.

- Notify the School if their child is going to be absent from school and the reason why.

Parents/carers should avoid keeping their child away from school for birthdays, shopping, visiting family and friends, if they sleep in, looking after other children, or care such as haircuts.

## 5 Related Legislation

---

*Education (General Provisions) Act 2006 Qld*

*Education (General Provisions) Regulation 2017 Qld*

## 6 Related Documents

---

FACTS\_Attendance\_How to Enter Student Absences

FACTS\_Attendance\_How to Check Student Attendance Rate Data

FACTS\_Attendance\_How to Mark the Roll

## 7 Procedures

---

Attendance is monitored through the school management platform - FACTS.

### 7.1 Notifying the School of an Absence

Parents/carers must advise the School prior to 8:30am of their child's absence, with a brief reason, by either phoning the School on 3117 0966 or emailing [absence@sycamore.qld.edu.au](mailto:absence@sycamore.qld.edu.au)

Parent/Carer	<ul style="list-style-type: none"> <li>• Contacts the School by email or phone before 8:30am on the day of the child's absence</li> <li>• Advises child's name, class and reason for absence</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Record the absence and reason in FACTS</li> <li>• Advise the class CET of the student's absence</li> </ul>
CET	<ul style="list-style-type: none"> <li>• No action required</li> </ul>
Principal	<ul style="list-style-type: none"> <li>• Monitors absences</li> <li>• Decides best course of action to support regular attendance</li> </ul>

## 7.2 Late Arrivals

When arriving late to School, students and/or parents/carers must enter via the Main Entrance Gate and report to Administration. Administration will record the time and reason for being late.

Parent/Carer	<ul style="list-style-type: none"> <li>• Enter School by Main Entrance Gate</li> <li>• Report to Administration</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Records arrival time and reason for being late</li> <li>• Contacts class CET to collect the student from Administration</li> </ul>
CET	<ul style="list-style-type: none"> <li>• Collect the student as quickly as possible or call for support for another member of staff to collect</li> </ul>
Principal	<ul style="list-style-type: none"> <li>• No action required</li> </ul>

## 7.3 Early Departures

If a student needs to be collected before the end of the school day, parents/carers must notify the CET and Administration as soon as possible to allow a reasonable time for the student to be prepared for this change to routine. Parents/carers must enter via the Main Entrance Gate and collect their child from Administration.

Parent/Carer	<ul style="list-style-type: none"> <li>• Notify CET and Administration of early departure as soon as possible</li> <li>• Enter school by Main Entrance Gate</li> <li>• Report to Administration</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Contacts class CET to bring the student to Administration</li> </ul>
CET	<ul style="list-style-type: none"> <li>• Prepares student for change in routine</li> <li>• Brings student to Administration call for support for another member of staff to collect</li> </ul>
Principal	<ul style="list-style-type: none"> <li>• No action required</li> </ul>

#### 7.4 Extended Absences

If a student will be absent for an extended period (e.g. holidays, family reasons) parents/carers must advise the School of the dates they will be absent as soon as possible by emailing [absence@sycamore.qld.edu.au](mailto:absence@sycamore.qld.edu.au).

Parent/Carer	<ul style="list-style-type: none"> <li>• Contacts the School by email prior to extended absence</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Record extended absence dates and reason in FACTS</li> <li>• Advise the class CET of the extended absence</li> </ul>
CET	<ul style="list-style-type: none"> <li>• No action required</li> </ul>
Principal	<ul style="list-style-type: none"> <li>• Monitors absences</li> <li>• Decides best course of action to support regular attendance</li> </ul>

#### 7.5 Roll Marking (Including Unexplained Absences)

Parent/Carer	<ul style="list-style-type: none"> <li>• Ensure child arrives at School on time</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Checks the roll for unexplained absences</li> <li>• Contacts parents/carers to get a reason for an unexplained absence</li> </ul>
CET	<ul style="list-style-type: none"> <li>• Marks roll 2 x day - before 9:30am and before 1:30pm</li> <li>• Leaves blank any student not in attendance at time of marking roll</li> </ul>
Principal	<ul style="list-style-type: none"> <li>• If no reason has been provided to Administration for an unexplained absence, will follow up again a parent/carers for an explanation</li> <li>• May refer parents to the Queensland Police Service for prosecution. However, this is seen as a last resort.</li> </ul>

## 8 Document History

<b>Version</b>	<b>Description of modification</b>	<b>Modified by</b>	<b>Date</b>
<b>1.4</b>	Updated title to Attendance and Absence Management to more correctly reflect the purpose of the policy. It covers both attendance and absences. 4.1 Expanded on how the School may restore regular attendance. 4.1 Clarified attendance expectations. 4.1 Clarified last resort actions for no reasonable excuse for non-attendance. Changed name of the schools student management system 4.1 Removed the word delegate as the Principal is responsible for unexplained absences. 7.5 Clarified the steps Administration and Principal will take with unexplained absences.	Sandra Stuckey	26/07/2023
<b>1.3</b>	Formatted in new template Some rewriting for easier reading Procedures outlined	Sandra Stuckey	24/11/2021
<b>1.2</b>	Policy updated for High School	Ronwyn Collier	24/11/2019
<b>1.1</b>	New policy	Nigal De Maria	01/07/2017