



ASPIRE - LEARN - ACHIEVE

# Attendance Policy



ACADEMIA



CITIZENSHIP



THE ARTS



TECHNOLOGY



S P O R T

BENTLEY PARK COLLEGE

A Complete Prep to Year 12 Education

## Rationale

Bentley Park College recognises that, for students to achieve high quality results, they must attend every class, every school day including sporting days and special events up to and including the last day of school.

Each parent/carer of a child who is of compulsory school age must ensure the child is enrolled, and attends school on every school day for the education program in which they are enrolled unless the parent/carer has a reasonable excuse. A parent/carer of a young person in the compulsory participation phase must ensure they are participating in full-time schooling in an eligible option, unless the parent/carer has a reasonable excuse.

Attendance at school is expected to be regular and punctual. The school day commences with **all** classes starting at **8.50 am**.

Frequent absence from school will not only affect students' academic progress, but could also adversely affect their ability to obtain and maintain employment in the future if consistent attendance habits have not been developed.

## Purpose

To clearly outline the Attendance Policy and responsibilities for students, parents/carers and staff regarding student attendance.

## Operation of the Policy

### Legal Expectations of Attendance

Under the law, "Each parent/carer of a child of *compulsory school age* (i.e. under 16 years old) must – ensure the child is enrolled at a ... school; and ensure the child attends...school, on *every school day*... unless the parent has a *reasonable excuse* [Education (General Provisions) Act 2006. Chapter 9 Compulsory schooling. Part 1 Compulsory schooling requirement. Division 1 Parents obligations. Section 176 Obligation of each parent. Subsection (1)]

2. Under the law a 'reasonable excuse' for a parent/carer not ensuring their child is enrolled and attending school is:
  - a. the child is living with another parent/carer who ensures the child is attending school
  - b. the "parent/carer is not reasonable able to control the child's behaviour to the extent necessary to" ensure the child is attending school

[Education (General Provisions) Act 2006. Chapter 9 Compulsory schooling. Part 1 Compulsory schooling requirement. Division 1 Parents obligations. Section 176 Obligation of each parent. Subsection (2)]

### Acceptable reasons for lateness and absence to school:

- medical/dental appointment
- transport (parent/carer identifies no petrol for car, breakdown – a one off - not a repeated excuse)
- missed the bus (one off - not a repeated excuse)
- school-based traineeship or placement
- bereavement
- College-initiated suspension
- specific 'family matters' \*\* Principal approved application for exemption form for 11-plus days only.

### Unacceptable reasons for lateness and absence to school:

- slept in
- no reason
- shopping
- non-essential appointments: e.g. haircut, driving lesson
- missed the bus – used more than once
- transport (if student lives in walking distance, repeated)
- no uniform/no clean uniform
- no shoes.

## Principal-authorised Leave

The Principal authorises the following reasons for a student not attending a school day:

- Illness (more than two consecutive days requires a medical certificate).
- Medical appointment/s with supporting documentation.
- Medical emergency in the family.
- Death in the family.
- Suspension initiated by the school.
- Family holidays with prior approval from the Principal.
- *Specific* 'family matters' with prior approval from the Principal.
- Attending an event endorsed by the school or with the prior approval of the Principal.

Absences are recorded in one of the two following government categories on OneSchool:

1. Explained – reason has been provided
2. Unexplained – no reason given

## When a Student is Not Attending 'Every School Day'

Section 178 of the Education Act states if a child who is of compulsory age is not enrolled or not attending the school on *every* school day, the Principal may give the parent/carer a written notice of their obligations to send their child to school every day (according to s.176). The Principal may also meet with the parent/carer to discuss their obligation.

If the Principal has taken reasonable steps to meet with the parent/carer to discuss the student's absence and a meeting doesn't eventuate, the Principal may issue a warning notice. (s.178 (4))

If the parent/carer has met with the Principal or has been issued with a warning notice and the child is still not attending every school day, the Principal may proceed with issuing an offence against the parent/carer. (s.179)

Does Attendance Really Matter?					
1 or 2 days a week does not seem much but ...					
Day(s) per week	Days per year	Weeks per year	Years		Equals to finishing school in
½	20	4	Nearly 1.5 years		Year 11
1	40	8	Over 2.5 years		Year 10
2	80	16	Over 5 Years		Year 7
3	120	24	Nearly 8 years		Year 4

*If you want your child to be successful at school, then **YES**, attendance does matter!*

How about 10 minutes late a day? Surely that won't affect my child?			
They are missing just ...	That equals ...	Which is ...	And over 13 years of schooling that's ...
10 minutes per day	50 minutes per week	Near 1 ½ weeks per year	Nearly ½ year
20 minutes per day	1 hour 40 minutes per week	Over 2 ½ weeks per year	Nearly 1 year
30 minutes per day	½ day per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	8 weeks per year	Over 2 ½ years

## Acknowledging Attendance

### Each week:

- At Primary Parades the Head of School Primary, Deputy Principal Primary and PBL Coordinator will acknowledge class attendance rate.
- At Secondary Parades, Secondary Year Coordinators will acknowledge each year level's attendance rate.
- The College Attendance Officer (CAO) provides updated information to Head of School Primary, Deputy Principal Primary and Secondary Year Coordinators by Monday afternoon.

### Once per term:

The PAO and SAO generate certificates for students achieving 95% and 100% attendance to be distributed at Primary and Secondary Parades.

### Semester Report Cards:

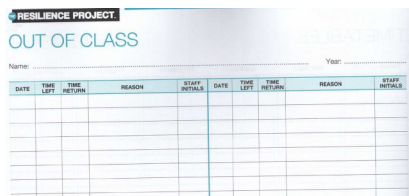
These indicate the students' individual attendance rate for that semester.

## Attendance at Sports or Special Events

All students are expected to attend sports days and special events as normal. These days are as valuable as regular teaching and learning days as they build school spirit and rapport between staff, students and the community. They develop student leadership and respectful relationships between students in different year levels and give participants the opportunity to volunteer and learn valuable life skills.

If students are not directly involved in the particular sports or special event on the day, there are still to attend school as there may be other activities or regular timetabled classes to participate in.

There are some sporting and cultural opportunities that target students who are particularly interested in trialing for representative teams or groups, and may be offered on a nomination basis only. These events will not impact the whole school and will be attended only by those students who have nominated prior to the event and have been successful with their Representative Eligibility (please see the [Representative Eligibility Policy](#) on our website). The organising staff member will assist and explain the process to students.

Student Responsibilities	
Student arrives at school before 8.45 am	<b>Student</b> proceeds to Primary class or Secondary Form class to have their attendance recorded.
Student arrives after student attendance gates close at 8.50 am <b>with</b> parent/carer or note with a valid reason	<b>Student</b> proceeds to the Primary or Secondary attendance office with their parent/carer or a note from their parent/carer explaining their reason for absence and collect a late pass.
Student arrives after student attendance gates close at 9.00am <b>without</b> a parent/carer or note with a valid reason	If the student doesn't have a note or parent/carer in attendance, the CAO, SAO or PAO will send an SMS—not approved—for explanation from parent/carer. If the parent/carer returns with an explanation, it is approved. A non-response stays as 'not approved'.
Student is late to a class lesson <b>with an acceptable or valid reason</b>	<p>A <b>student</b> who has been at a legitimate activity that has made them late to a class should ask the supervisor ie Sports Coach, Student Support Services Team member, etc of the activity to complete their Secondary Student Planner page which indicates the:</p> <ul style="list-style-type: none"> <li>• date</li> <li>• time departed</li> <li>• time returned</li> <li>• reason</li> <li>• teacher signature</li> </ul> <div style="text-align: right;">  </div>
Student is 'signing out of school'	<p>When a <b>student</b> is required to sign out from school early for any reason, <b>parents/carers</b> are required to supply information to document the absence and must contact the school prior to the time needing to leave, via:</p> <ul style="list-style-type: none"> <li>• a written note in the <b>student's</b> Student School Planner or written note to student's teacher (Primary)</li> <li>• an email to the <a href="mailto:studentabsences@bentleyparkcollege.eq.edu.au">studentabsences@bentleyparkcollege.eq.edu.au</a></li> <li>• a phone call to the Student Absence Line (0428 107 856 Text only 40408160 voice message only) where a message has been left, this information will already be recorded on OneSchool.</li> </ul> <p>If leaving <b>during a class time</b>, the <b>student</b>:</p> <ul style="list-style-type: none"> <li>• is required to show the note from their <b>parent/carers</b> to the <b>class teacher</b> at the start of the lesson</li> <li>• is then required to take the note to the <b>PAO, SAO, CAO</b> and complete the signing out process</li> <li>• will be issued with an authorised absence pass.</li> </ul> <p><b>Note:</b> <b>Parents/carers</b> are asked to collect their <b>student</b> rather than a <b>student</b> leaving the school grounds without a responsible adult. Parents/carers are to remain in the office while waiting for student</p>

## Parent/Carer Responsibilities

When a student is absent from school for any reason	<p><b>Parents/Carers MUST</b> contact the school via either:</p> <ul style="list-style-type: none"> <li>a written note in the <b>student's</b> Student School Planner or written note to student's teacher (Primary)</li> <li>an email to the <a href="mailto:studentabsences@bentleyparkcollege.eq.edu.au">studentabsences@bentleyparkcollege.eq.edu.au</a></li> <li>a phone call to the Student Absence Line (0428 107 856 Text only 40408160 voice message only) where a message has been left this information will already be recorded on OneSchool.</li> </ul>
Student is 'signing out of school'	<p><b>Parents/carers</b> are asked to collect their <b>student</b> rather than a <b>student</b> leaving the school grounds without a responsible adult. Parents/Carers are to:</p> <ul style="list-style-type: none"> <li>show ID and remain in the office while waiting for student</li> <li>provide written permission for an external provider to sign their child in or out.</li> </ul> <p style="color: red; font-weight: bold;">This is especially important if a student is under a Child Protection Order.</p>
Extended absence	<p>If the extended absence is unplanned, please make contact with the school as soon as you are able. If the absence is:</p> <ul style="list-style-type: none"> <li>11 or more days, the <b>parents/carers</b> are required to obtain and submit the <b><i>Application for Exemption form for less than one school year.</i></b></li> <li>greater than one school year or more, exemption is submitted to the Regional Director. The <b>parents/carers</b> is required to provide supporting documentation.</li> </ul> <p><b>Parents/carers must:</b></p> <ul style="list-style-type: none"> <li>contact the <b>Head of School Primary, Deputy Principal Junior Secondary (Years 7-9) or Deputy Principal Senior Secondary (Years 10-12)</b> at <b>least two weeks</b> in advance to inform the school of any planned extended absences involving your <b>student</b></li> <li>indicate the reason for the absence and discuss any assessment and learning needs your <b>student</b> may have whilst they are absent (absences must be acceptable as per the Attendance Policy).</li> </ul>

## College Responsibilities

	<ul style="list-style-type: none"> <li>Primary Class teacher or Secondary Form class teacher accurately marks the roll in ID Attend by 9.00 am daily.</li> <li>Student data is collated.</li> <li>Same day notification is activated via SMS system by 10.00 am daily.</li> <li>Parents/carers wishing to collect student during the day must show identification and have a valid reason.</li> <li>External providers must provide identification to be validated by Attendance Officers.</li> <li>If leaving due to a part-time Education program or School Based Traineeship (SBT) – this must be updated in IDAttend by the case manager.</li> <li>Attendance Officers must verify parents/carers and external providers through Oneschool data.</li> <li>Student Support Services Officers follow up on unexplained absences.</li> </ul> <p>The College Principal authorises:</p> <ul style="list-style-type: none"> <li>exemptions to compulsory schooling where necessary</li> <li><i>Managing Student Absences and Enforcing Enrolment and Attendance in State Schools</i> including cancelation of enrolment for students in the non-compulsory participation phase of schooling</li> <li>and approves part-time Education Program Plans for school students</li> <li>Variation to School Routines which includes excursions, camps and sporting activities</li> <li>students representing the College via the <i>Representative Eligibility Policy</i>.</li> </ul>
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## Documentation

- [Student Code of Conduct](#)
- [Representative Eligibility Policy \(REP\)](#)