



## Student Attendance Policy and Procedures

Purpose	<p>The Queensland Government requires that “<i>each parent of a child who is of compulsory school age has a legal obligation to ensure their child is enrolled and attends a 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.</i>”</p> <p>This Student Attendance Policy and Procedures outlines the expectations for student attendance at Brisbane Boys' College and the processes, including roles and responsibilities, and procedures used by Brisbane Boys' College for:</p> <ul style="list-style-type: none"> <li>• promoting the importance of regular student attendance at school</li> <li>• monitoring and managing student attendance and absences, including applications for exemptions under the <i>Education (General Education) Act 2006</i></li> <li>• providing intervention and support to assist students to regularly attend school</li> </ul>	
Scope	This policy applies to all students enrolled at Brisbane Boys' College, parents/guardians and BBC employees.	
References	<ul style="list-style-type: none"> <li>• Education (General Provisions) Act 2006 (Qld)</li> <li>• Education (Accreditation of Non-State Schools) Act 2017</li> <li>• Education (Accreditation of Non-State Schools) Regulation 2017</li> <li>• Australian Education Act 2013</li> <li>• BBC Assessment Policy</li> <li>• BBC Complaints Policy and Procedure</li> <li>• BBC Course Progress, Attendance and Duration Policy for International Students</li> <li>• BBC Enrolment Contract</li> <li>• BBC Management of Student Attendance Procedure</li> <li>• BBC Student Behaviour Expectations Policy</li> </ul>	
Review Date	This policy will be reviewed every two years, or as appropriate, to take account of new legislation or changes to school's operations and practices and to make sure it remains appropriate to the changing environment.	Next Review Date: 1 <sup>st</sup> July 2023
Policy Owner	Deputy Headmaster – Head of Senior School and Student Wellbeing P-12	

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## 1.0 Policy Statement

Brisbane Boys' College is committed to providing a safe and supportive learning environment for all students by creating a positive school culture, communicating with students and their families high expectations for, and a shared understanding of the importance of regular student attendance, monitoring student absences and attendance and providing intervention and support to assist students to attend school all day, every school day. Research shows that regular attendance at school is integral to successful academic, employment and social outcomes

## 2.0 Principles

- Every student enrolled at Brisbane Boys' College is expected to attend school all day, every school day except where there is an acceptable reason for the absence. Acceptable reasons for a student absence are outlined in section 4.0 of this policy.
- Student attendance is monitored daily.
- Boarding students are allowed a travel day at the end of each term and may therefore leave after classes on the second last day of each term. Boarding students are expected to return no later than on the day prior to commencement of classes.
- As term dates are provided well in advance, permission will not be granted for students to otherwise leave early or commence later than the designated start and end of term except in extenuating circumstances.

## 3.0 Roles and responsibilities

### 3.1 Student responsibilities

Students enrolled at Brisbane Boys' College should:

- attend school, on every school day, for the educational program in which the student is enrolled except where there is an acceptable reason for the absence under section 4.0 or where the Headmaster or his delegate has granted an exemption under section 9.0.
- report for Period 1 at 8.20am each day. Students reporting late to school will be marked accordingly on the roll. Repeated lateness to school or class may result in school sanctioned behaviour management strategies and consequences under the BBC Student Behaviour Expectations Policy.
- never leave school during school hours without permission from parents/carers **and** the school. Leaving school during school hours without the express permission from parents/carers and the school may result in school sanctioned behaviour management strategies and consequences under the BBC Student Behaviour Expectations Policy.
- follow the procedures outlined in section 10.0 and in the Student Diary in the event of late arrival to, or early departure from school or if they become ill during school time.

### 3.2 Parent/guardian responsibilities

Each parent of a child who is enrolled at Boys' College has an obligation under the *Education (General Provisions) Act 2006* to ensure their child attends school, on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse.

Parents are required to assist with the application of this policy and the requirements of their enrolment contract with Brisbane Boys' College by:

- Ensuring their contact details are correct in the Parent Lounge on the College App.
- Promoting and providing organisational support for their child for attendance on all designated school days.
- In the case of an absence from school, for any reason, notifying the school on the first day of absence and any subsequent days, by contacting Student Services via phone (3309 3636), by email or through Parent Lounge on the College App.
- On the first day of return to school after an absence of any length providing an explanatory note to the Year Team Leader via the Student Diary.
- Contacting the Year Team Leader if the student is resistant to return to school after a prolonged period of absence.
- Providing relevant information reasonably required in order for the College to decide an application for exemption from compulsory schooling
- Following the requirements of the BBC Assessment Policy available on the BBC website at [Policies | Brisbane Boys' College \(bbc.qld.edu.au\)](https://www.bbc.qld.edu.au/policies) should the student's absence impact assessment.

### 3.3 School responsibilities

- Regularly inform students, staff and parents/carers about the BBC Student Attendance Policy and Procedure and make this available through the school's website, newsletters and enrolment package.
- Monitor student attendance daily through the marking of rolls. Failure by staff to maintain student rolls correctly will require follow up action by HOD. Repeated instances are to be referred to Deputy Headmaster - Academic Performance & Innovation P-12.
- Accurately record absence types and reasons for those absences.
- Keep an accurate record of the reason for a student's absence from school, including absence types and why the absence was considered to be a reason beyond the control of the student's parents or guardian.
- Notify parents/carers of any unexplained absence, requesting a satisfactory explanation for their child's absence – within three (3) days of unexplained absence
- Discuss attendance issues with a student and offer assistance to parents and students when school attendance has become a problem.
- Provide students with schoolwork when they are absent for legitimate extended periods of time, where appropriate.

## 4.0 Acceptable reasons for student absences

Acceptable reasons for student absences may include but are not limited to:

### (a) *Illness and medical appointments*

- Where these absences are persistent and regular, Brisbane Boys' College may request that documentary evidence (e.g. medical certificate) is provided.
- If a student is unable to attend school for a period longer than ten (10) consecutive school days, an exemption may be available. Further information about exemptions from compulsory schooling is available in section 9 of this policy.

### (b) *Student participating in an authorised school activity that occurs outside the school grounds and is conducted, organised and/or approved by the College*

- part-day, full-day or multi-day visits to venues outside the College (excursions)
- school camps/international tours
- performing in school choir or band

- community service activity
- work experience/TAFE

(c) *Attendance at representative sporting events*

Please note that if a student is requiring absence from assessment due to National or State sporting events during QCAA Units 1-4, they need to request permission to attend the event through the Head of Co-Curricular. Refer to BBC Assessment Policy available on the BBC website at: [Policies | Brisbane Boys' College \(bbc.qld.edu.au\)](#)

(d) *Family reasons*

Where these absences are persistent and regular, the Headmaster may contact the parent and/or student to discuss the situation to determine if additional supports and or strategies are required.

(e) *Attendance not required*

- The student is not required to attend school on the designated day as it is not included in their education program e.g. exam blocks where the student is not required to attend on days with no scheduled exams
- Boarder travel day

(f) *Events of cultural significance or religious reasons including Sorry Business, or participation in religious observance events*

(g) *Student is serving a suspension from school under s.283 of the Education (General Provisions) Act 2006*

(h) *Exemptions*

The student has been granted an exemption from schooling or compulsory participation. Further information about exemptions from compulsory schooling is available in section 10 of this policy.

(i) *Other*

For example, natural disaster where the student is unable to attend school due to an extreme weather event or natural disaster

## 5.0 Holidays

It is the College's expectation that students will attend until the last day of each school term and return to school on the first day of each new school term, and strongly encourages families not to schedule holidays during school time in order to minimise the disruption to student learning. As such early leave, or late return after the school term has already commenced will only be granted by the Head of a sub-School in extenuating circumstances.

## 6.0 Unacceptable reasons for student absences

Unacceptable reasons for student absences may include but are not limited to:

- Truancy.
- Helping at home or at parent / caregiver's place of work.
- Part-time or casual work (including travel to and from such work).
- Appointments which could be made out of school hours (including haircuts, driving lessons / tests).
- Visiting family or friends.
- Family holidays – refer section 5 Holidays above.
- Studying at home.

## 7.0 International students

Information outlining the attendance requirements for overseas students enrolled at the College under visa condition 8202 and under Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 is available on the BBC website at [International Admissions | Brisbane Boys' College \(bbc.qld.edu.au\)](http://bbc.qld.edu.au/International%20Admissions%20Brisbane%20Boys%27%20College)

## 8.0 Absence impacting assessment

Students are expected to make every possible effort to be present at school for ALL tests, examinations and assignment due dates on the days that they occur. The College is strongly against the practice of students absenting themselves on the day(s) prior to examinations for the purpose of study and revision of exams, or to complete assignments.

Further information in the event that an absence may impact a student assessment is available in the BBC Assessment Policy which is available on the BBC website at: [Policies | Brisbane Boys' College \(bbc.qld.edu.au\)](http://bbc.qld.edu.au/Policies%20Brisbane%20Boys%27%20College)

## 9.0 Exemptions from compulsory schooling

- An exemption from compulsory schooling is available under the *Education (General Provisions) Act 2006* when a student cannot attend, or it would be unreasonable in all the circumstances to require them to attend school or participate in an eligible option for a period of more than ten (10) consecutive school days.
- Exemptions should be applied for, and a decision made on the application by the Head of sub-School, prior to the proposed exemption period. In exceptional circumstances – where it is not known if the duration of the circumstance will exceed ten (10) consecutive school days (such as the student being ill) – the exemption application does not need to be submitted or approved in advance.
- Once the student or their parent has been notified of the outcome of their request for an exemption, they have the right to request a review of the decision under the BBC Complaints Policy and Procedure available on the BBC website at [Policies | Brisbane Boys' College \(bbc.qld.edu.au\)](http://bbc.qld.edu.au/Policies%20Brisbane%20Boys%27%20College).
- Where an application for exemption has not been made or has not been granted by the Head of sub-School or the Headmaster, the student's absence from school will be recorded as an unauthorised absence in accordance with the BBC Management of Student Attendance Procedure.

## 10.0 Procedures

### 10.1 Lateness

Students are expected to report for Period 1 at 8.20am each day. If for any reason a student arrives at school after the commencement of Period 1, the student is to report immediately to Student Services or the Middle School Office. Students reporting late to School will be marked accordingly on the roll.

### 10.2 Unplanned absences

In the case of absence from school for any reason parents are requested to advise the school by email to Student Services or through Parent Lounge on the College App. by no later than 8.25am on the first day of the absence. Furthermore, on the first day of return to school after an absence of any length parents are expected to furnish an explanatory note to the Year Team Leader, via the Student Diary or email and a Doctors Certificate where applicable.

### 10.3 Advanced permission to be absent

#### (i) **Up to and including two days – for any reason**

If special leave is required outside the normal school holidays for up to and including two (2) days for any reason, then parents are required to supply a written request for the leave in

advance, if possible, to the student's Year Team Leader or if a Boarding student to the Director of Boarding. There is space in the Student Diary opposite the relevant date for these requests to be written.

(ii) **Leave of three days or more**

If any leave of three (3) days or longer is needed outside the normal school holidays, a written request is to be made to the relevant Head of sub-School at least two (2) weeks in advance.

10.4 Sickness during school time

In the case of sickness requiring medical attention during a class period, students are to report to the class teacher prior to visiting the Health Centre. The teacher will make a note in the student's diary. At other times when a student may be in need of medical attention, they may report directly to the health Centre, taking their student diary with them. If a student is diagnosed as being too unwell to remain at school, or requiring further medical treatment, the school Nurse will contact the parents to collect the student.

## 11.0 Review and version control register

Version	Authorising Officer	Approval Date	Effective Date	Change History/Superseded Documents	Next Review Date
1	BBC Executive	16 <sup>th</sup> June 2021	12 <sup>th</sup> July 2021	New policy	1 <sup>st</sup> July 2023