



Student Attendance Policy

Status:	Current	Supersedes: All previous Rockhampton Girls Grammar School Student Attendance Policies
Authorised by:	Executive	Date of Authorisation: December 2021
References:	In writing this policy, Rockhampton Girls Grammar School acknowledges the following legislation: <ul style="list-style-type: none">• <i>Child Protection Act 1999 (Qld)</i>• Education (General Provisions) Act 2006 (Qld) s.12 The following policies should also be read in conjunction with this policy: <ul style="list-style-type: none">• Rockhampton Girls Grammar School <i>Senior Assessment Policy, Middle Years Assessment Policy, Primary School Assessment Policy</i>• Rockhampton Girls Grammar School <i>Child Protection Policy and Guidelines</i>• <i>ATTENDANCE EXEMPTION APPLICATION FORM (RGGS-085-FRM)</i>• <i>ATTENDANCE EXEMPTION LETTER (RGGS-086-FRM)</i>	
Review Date:	This policy will be reviewed every (2) 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: December 2023
Policy Owner:	Deputy Principal – Students Deputy Principal- Studies	Access: Public - via the Rockhampton Girls Grammar School's web page at: www.rggs.qld.edu.au



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PURPOSE

This policy outlines the processes for managing student attendance, absence management, punctuality, school refusal and student reengagement.

SCOPE

These guidelines apply to all students from Prep to Year 12.

PREAMBLE

Rockhampton Girls Grammar School endeavours to provide a safe, challenging and positive environment so that each girl develops the resilience, courage and capacity to be the best she can be.

Girls Grammar believes:

- daily school attendance is important for success in education and to ensure young people don't fall behind, academically, socially or developmentally.
- school participation maximises life opportunities by helping students to develop important skills, knowledge and values which set them up for further learning and participation in their community.
- regular attendance at school, including camps and cocurricular activities, enables students to develop a sense of belonging to a peer group and assists in building resilience and social skills.
- inconsistent attendance is detrimental to children's progress, and holidays extended into term time are not permitted for this reason.

RESPONSIBILITIES FOR SCHOOL ATTENDANCE

Parents have a legal responsibility to ensure that their children receive an appropriate education. The Education (General Provisions) Act 2006 states that "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".

This means that parents of a child of compulsory school age must:

- enrol the child at a school
- ensure they attend school on every school day (s176 Education (General Provisions) Act 2006 (Qld) (Education Act)).

A child is 'of compulsory school age' from six years and six months until they turn 16 or they complete Year 10 (whichever comes first) (s 9 Education Act).

If a request of absence needs to be submitted, the completed *Rockhampton Girls Grammar School Attendance Exemption Application Form (RGGS-085-FRM)* should be emailed at least one week in advance to Deputy Principal - Studies who will review the application, communicate with other relevant staff such as Head of Boarding to make a decision and communicate in writing to applicant within three (3) days.

If required, additional information may be sought from the applicant and timeframes will be extended accordingly. This will be appropriately communicated to the applicant.

IMPACT OF STUDENT ABSENCES

It is generally accepted that when student attendance falls below 80%, a student's educational attainment, academic achievement and wellbeing can be compromised. Rockhampton Girls Grammar School through the Deputy Principal- Students will monitor student attendance and punctuality and make reasonable attempts to contact parents in instances where the school identifies that an unsatisfactory absence or pattern of absenteeism exists. The school will offer support and advice to the family to try and improve attendance and/ or punctuality. .



In circumstances whereby the parents/ guardians are unwilling or unable to work collaboratively to ensure their daughter's regular attendance at school, the student's enrolment may be cancelled, and the matter may be referred to the Department of Child Safety, and Queensland Police Service.

DAILY ATTENDANCE

Students should arrive at school in time to prepare for the start of the school day. Unless they are taking part in a supervised activity, they should arrive no earlier than 8.00am, when supervision of the grounds will commence. Similarly, unless they are taking part in a supervised school activity, students should vacate school by 3.25pm, when supervision will cease.

ACCEPTABLE AND UNACCEPTABLE REASONS FOR STUDENT ABSENCE

Acceptable reasons for student absences include:

- illness
- family trauma or bereavement
- events of cultural significance
- representation in elite sporting/

Examples of unacceptable reasons for absence are:

- truancy
- shopping expeditions with or without caregiver
- 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)
- family holidays.

Parents should refer to their daughter's assessment schedule to check that there are no assessments or examinations at this time. Examinations will only be rescheduled for acceptable absence reasons. Rockhampton Girls Grammar School is not accredited to provide online learning outside mandated Government shut down directives. Teachers are only required to provide work for students who are absent for acceptable reasons.

PROCESSES: DAILY ABSENCES

Any absence must be explained by a parent or guardian in writing or by phoning Student Services by 8.30am. Unexplained absences will be followed up by student services on the morning of the absence. Days absent will be recorded on student Academic reports.

RESPONSIBILITIES

Students who arrive after the commencement of the school day must sign in through the Student Services. Students must not leave the school grounds during the day for any reason without parent/caregiver and school permission. Students will be required to sign out through Student Services. If students become sick during the day, they must be referred to the Health Centre by their teacher. The nurse will advise Student Services that the student is in the Health Centre. Parents will be contacted by the nurse if necessary.

SCHOOL REFUSAL

School refusal has ongoing serious consequences for a student's learning, social development, mental health and wellbeing.



It is the responsibility of the parents/ guardians, with help from external medical providers, to work with the school to ensure their daughter's return to regular attendance.

MANAGING STUDENT ATTENDANCE FLOWCHART

Students and parents/ caregivers are required to be familiar with the school's policy and flowchart for managing student attendance.

