


Peace Lutheran College

Quality Education, Christian Nurture, Community Service.



Attendance Policy (Students)

Policy Statement:	Peace Lutheran College is committed to providing safe and supportive learning environments. It is important that students, staff and parents/caregivers have a shared understanding of the importance of attending school.	
Aim:	To ensure that students meet the requirements, as outlined by the Queensland Curriculum and Assessment Authority (QCAA) and Independent Schools Queensland (ISQ), regarding attendance and participation in learning.	
Scope:	The policy applies to all students, parents/caregivers and staff of Peace Lutheran College.	
References	<ul style="list-style-type: none">• Education General Provisions Act 2006- <i>Section 176 Obligation of each Parent</i>• <i>ISQ Absence Management Guidelines</i> www.isq.qld.edu.au/members/absence-management	
Authorised by:	Principal	Signature: 
Date of Approval:	19 February, 2019	Status: Approved
Review Date:	Annually	Next Review Date: 19 February, 2020
Policy Owner:	College Principal	

Definitions

Student Attendance: The act of being present at school during the specified times or while undertaking a school based activity.

Satisfactory Attendance: The College Principal is responsible for defining what constitutes satisfactory attendance and will assess attendance issues on a case by case basis. Peace Lutheran College broadly defines satisfactory attendance as attending 80% of course contact hours, anything below this, without reasonable explanation (supported by documented evidence) provided to the College by the parent/caregivers is deemed unsatisfactory.

Exemptions from regular attendance may be granted by the College Principal for extended absences.

Compulsory School Age: A child is of compulsory school age if the child is at least 6 years and 6 months, and less than 16 years, and has not completed Year 10.¹

Compulsory Participation Phase: A young person's compulsory participation phase starts when they are past the compulsory school age and ends when they:

- Gain a certificate of achievement, senior statement, Certificate III or Certificate IV or;
- Have participated in eligible options for 2 years after the person stopped being of compulsory school age or;
- Turn 17 years of age.²

Relevant Legislation or Source

Education (General Provisions) Act 2006

Rationale

Each parent/caregiver of a child who is of compulsory school age has the legal obligation to ensure their child is enrolled and attends school, on every school day for the educational program in which the child is enrolled, unless the parent/caregiver has a reasonable excuse.

Each parent/caregiver of a young person in the compulsory participation phase (Preparatory to age 15) has a legal obligation to ensure that the young person is participating full-time in an eligible academic option, unless the parent/caregiver has a reasonable excuse or an agreed alternate positive arrangement.

The College has the legal responsibility to notify the Department of Child Safety, Youth and Women should the College have evidence to support that one or both parents/caregivers are not fulfilling their legal obligation in regard to ensuring that the child attends school each day as per the legislative requirement.

From time to time a student may be absent from their educational program. Parents/caregivers comply with their compulsory schooling or compulsory participation obligation by providing a satisfactory reason for these absences, unless the student is an adult or it is not appropriate to contact the student's parents/caregivers, in which case an explanation should be sought directly from the student. Parents/caregivers should provide a reason for a child's absence as soon as possible after the absence, or preferably prior to if possible.

Early identification of students whose attendance is not regular, is crucial to minimising student absences. The College will take reasonable steps to follow-up on unexplained absences as soon as possible. The College may need to work closely with other agencies to support parents/caregivers to meet their obligations in regard to the enrolment and attendance or participation of their child.

Peace Lutheran College:

¹ ISQ Absence Management Guidelines www.isq.qld.edu.au/members/absence-management

² ISQ Absence Management Guidelines www.isq.qld.edu.au/members/absence-management

- Is committed to promoting the underlying principle that every school day counts.
- Believes all children should be enrolled at school and attend school all day, every school day.
- Monitors, communicates and implements strategies to improve regular school attendance.
- Believes truanting can place a student in unsafe situations.
- Believes ensuring adequate attendance at school is primarily a parent/caregivers responsibility.

Related documents: [Request for Student Absence Form](#)