



Attendance Policy

Status	Approved
Effective	Dec-21
Review	Dec-23
Owner	Principal
Approver	The Sycamore School Governing Body

1 Purpose

Parents/guardians/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 unless there is a reasonable excuse.

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

This policy aims to:

- Outline the School's expectations and procedures to manage attendance; and
- Outline parents/guardians/carers responsibility for their child's attendance at school.

2 Scope

- Parents, guardians and carers
- Students
- Employees (full-time, part-time, permanent, fixed term and casual)

3 Definitions/Acronyms

- **Absence** - any time a child is not attending or participating in their educational program it is considered an absence.
- **Collaborative Education Team (CET)** – a class teacher and education support officer
- **Compulsory school age** – from 6 years and 6 months until a child turns 16, or they complete Year 10 (whichever comes first).
- **Extended absence** – absence of three days or more
- **High School** – Year 7 to Year 10
- **Junior School** – Prep to Year 6
- **Participation** – a child is participating in the school's educational program only if they are enrolled at the school and complying with the attendance policy.



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, identifies students with attendance issues and implements appropriate measures to restore regular attendance.

- The School will consider the needs of the students and reflects on the context of the community.
- The School is proactive where attendance falls below expectations.
- At all times, the School will be mindful of cultural, religious, medical, wellbeing and other reasons for student absence.
- The Principal or their delegate will decide if the excuse given for a child's absence is reasonable.
- The Principal or their delegate may report an unexplained absence to a relevant authority if considered it is appropriate to do so.

4.2 Parents/Guardians/Carers Responsibilities

Under Queensland law, parents/guardians/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.
- Notify the School if their child is going to be absent from school and the reason why.

Parents/guardians/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

Nil



7 Procedures

Attendance is monitored through the software application PC School.

7.1 Notifying the School of an Absence

Parents/guardians/carers must advise The Sycamore 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

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

7.2 Late Arrivals

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

Parent Guardian Carer	<ul style="list-style-type: none"> • Enter School by Main Entrance Gate • Report to Administration
Administration	<ul style="list-style-type: none"> • Records arrival time and reason for being late • Contacts class CET to collect the child from Administration
CET	<ul style="list-style-type: none"> • Collect the child as quickly as possible
Principal or delegate	<ul style="list-style-type: none"> • No action required

7.3 Early Departures

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

Parent Guardian Carer	<ul style="list-style-type: none"> • Notify CET and Administration of early departure as soon as possible • Enter school by Main Entrance Gate • Report to Administration
Administration	<ul style="list-style-type: none"> • Contacts class CET to bring the child to Administration
CET	<ul style="list-style-type: none"> • Prepares child for change in routine • Brings child to Administration
Principal or delegate	<ul style="list-style-type: none"> • No action required

7.4 Extended Absences

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

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

7.5 Roll marking (including unexplained absences)

Parent Guardian Carer	<ul style="list-style-type: none"> • Ensure child arrives at School on time
Administration	<ul style="list-style-type: none"> • Checks the roll for unexplained absences • Informs parents/guardian/carer about unexplained absence
CET	<ul style="list-style-type: none"> • Marks roll 2 x day - before 9:30am and before 1:30pm • Leaves blank any student not in attendance at time of marking role
Principal	<ul style="list-style-type: none"> • Follows up any unexplained absences either by phone or email • Can report an unexplained absence to a relevant authority if appropriate to do so

8 Document History

Version	Description of modification	Modified by	Date
1.3	Formatted in new template Some rewriting for easier reading Procedures outlined	Sandra Stuckey	24/11/2021
1.2	Policy updated for High School	Ronwyn Collier	24/11/2019
1.1	New policy	Nigal De Maria	01/07/2017