



QUEENSLAND  
ACADEMIES  
Creative Industries Campus



# Attendance Policy

Inquirers  
Knowledgeable  
Thinkers  
Communicators  
Principled  
Open-minded  
Caring  
Risk-takers  
Balanced  
Reflective

# Attendance Policy

## Rationale

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs.

- Queensland Academies Creative Industries expects all students to attend every lesson every day.
- Queensland Academies Creative Industries attendance policy aims to outline the expectations and responsibilities that the QACI, students and parents have in relation to attendance. It also outlines the QACI's attendance strategies and procedures.

## Compulsory School and Compulsory Participation

A student is of compulsory school age if the child is at least six years and six months and less than 16 years of age. However, a student is no longer of compulsory school age if the child has completed Year 10.

A student's compulsory participation phase starts when the person stops being of compulsory school age; and ends when the person:

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

## Strategic Priority

**It is important that students, staff and parents/carers have a shared understanding of the importance of attending school.**

### Queensland Academies Creative Industries:

- Is committed to promoting the key messages of Every 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, and impact on their future employability and life choices.
- Believes attendance at school is the responsibility of everyone in the community.

## Responsibilities

### School responsibilities:

- Inform parents of their legal obligations in regard to enrolment and attendance.
- Implement strategies to manage student enrolment, absences, chronic absenteeism, school refusal and truancy using the guidelines set out in the Every Day Counts policy.
- Monitor student absences and identify when a student is absent for three or more consecutive days, or where there is a pattern of persistent unexplained absences, or where a student's attendance rate is reasonably considered unsatisfactory.
- Take reasonable steps to follow up unexplained absences as soon as possible or ideally within three days of the absence.
- Continue to work with regional and other local resources to re-engage students and their families with the aim of returning the students to school.
- Follow established processes for enforcing parental obligation in regard to: enrolment, attendance, compulsory participation.

At QACI we promote 100% attendance by including attendance information and discussing the importance

of attendance with every new family upon enrolment. We continue with constant attendance information throughout the student's schooling.

As a school we are committed to achieving or surpassing the state average attendance rate.

### Student responsibilities:

- All students need to be at school each and every school day prepared for work and learning.
- All students are to be accountable for attendance and participation.
- All students are expected to be in class on time and remain in class for each lesson.
- Students are to remain at school during school hours unless they have permission from parents/carers or the school.
- Ensure all missed school work is completed.

### Parent responsibilities:

Each parent of a child who is of compulsory school and compulsory participation 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 has a reasonable excuse for their child's absence.

From time to time a student may be absent from their educational program. Parents must provide a satisfactory reason for these absences, unless the student is an independent student, or it is not appropriate to contact the student's parents, in which case an explanation should be sought directly from the student. Parents should provide a reason for a child's absence as soon as possible through QACI's absence line by texting 0429 312 781 or phoning 07 3552 9360.

Acceptable reasons for a student's absence would be:

- Work experience
- Natural disaster
- Representative sport
- Illness
- Funeral
- Legal Obligations
- Suspension or exclusion

Education Queensland strongly encourages families not to schedule holidays during school time. This minimises the disruption to student learning. If you need to schedule holidays during school time, please contact QACI in advance to discuss arrangements and the process that required completion. For any absence of longer than 10 school days, an application for exemption needs to be submitted to the QACI Principal.

Unreasonable reasons for student absence would be:

- × Studying at home
- × Minor appointments
- × Birthdays
- × Visiting friends or family

As students at QACI are studying the **IB Diploma Program**, they are expected to attend all classes in which they are enrolled, unless for appropriate medical reasons or they have prior Principal permission. Students who regularly miss class severely affect their chances of gaining the IB Diploma and this may result in their enrolment at QACI being cancelled. In addition, as an IB World School, QACI is bound to ensure that students meet the recommended guided learning hours for each HL/SL course and as such a student must ensure they do not fall short in meeting these required hours due to absence.

### Exemption From School Applications

**An exemption** (DOCX, 276KB) from the compulsory participation phase may be considered by the Principal when a young person 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 10 consecutive school days.

An exemption excuses parents from their legal obligation to ensure that their student:

- Of compulsory school age is enrolled at or attends a school; or
- In the compulsory participation phase is participating full-time in an eligible option or a combination of eligible options.

From Term 2, an exemption from school for Year 12 students will not be approved unless it is on medical grounds.

There are ***circumstances where an exemption may or may not be granted, or is not required*** (DOCX, 370KB).

Exemptions should be emailed to QACI Central ([studentabsence@qaci.eq.edu.au](mailto:studentabsence@qaci.eq.edu.au)), and a decision made on the application by the Principal at least two (2) weeks prior to the proposed exemption period. In circumstances where the young person becomes ill and it is not known if the duration of the illness will exceed 10 consecutive school days, the exemption application does not need to be submitted or approved in advance.

### Student feels sick during the day

If your student becomes ill throughout the day, please ensure that they attend sick bay on Level 4 and our staff will contact you and organise the student to be collected if necessary. If your student calls or texts you directly from their personal phone, please direct them to Level 4 Student Desk.

## Strategies

At Queensland Academies Creative Industries, we promote 100% attendance by:

- Providing a welcoming, supportive and inclusive learning environment where students are challenged through differentiated and engaging student led learning activities.
- Including information and discussing the importance of attendance with every student and family.
- Disseminating attendance communication within the school community through emails, community updates, assemblies, and school-based rewards.

## Responses to Absences

At Queensland Academies Creative Industries, we are committed to achieving the following targets in improving attendance:

- 100% attendance

When a student is absent from class without explanation Queensland Academies Creative Industries will take the following actions:

- Attendance Officer contacts classroom to ensure roll is correct
- A text message is sent to inform parents of class absence
- Notification is sent to the DP and YLC of student class absence
- Student located – roll amended or if student not located DP or YLC contacts parents
- Head of Department follows up with student when they are next in attendance and appropriate consequence applied

When a student is absent without explanation for 3 days or a pattern of absences has been identified, Queensland Academies Creative Industries will take the following actions:

- Absences are actioned daily via SMS text messaging, email or a phone call to parents.
- A please explain correspondence with details of unexplained absences is sent to those parents who do not respond to the messages every week.
- A phone call is made to those parents that do not respond to the correspondence.
- Weekly monitoring of three or more unexplained absences is conducted by the Deputy Principals.
- Student referred to Student Support Team
- Half term monitoring of all absences is conducted by Deputy Principal utilising percentage reports and attendance data sets.

## Student Lateness

The school is also responsible for monitoring student lateness and accountable for establishing and recording the reason for student lateness. This information is recorded in the school's attendance data system and Education Queensland's OneSchool system.

Examples of acceptable reasons for lateness are:

- Transport difficulties on the way to school
- Other unavoidable family and personal reasons, as advised

Examples of unacceptable reasons for lateness are:

- Truancy
- Sleeping in
- No reason provided
- Appointments which could have been made out of school hours, including driving lesson/test, interview
- Other avoidable and insufficient reasons
- Lateness on compassionate grounds, e.g. family trauma, will be followed up by school Guidance Officers for the sake of the welfare of students. In these cases consequences will not be given.

Students who arrive late to school are required to report to QACI Central immediately on their arrival with a letter or note if the parent / caregiver has not previously contacted QACI regarding the reason for the student's lateness. A medical certificate or appointment card for specialists may be provided in order for the lateness not to have an impact on the student's approved attendance rate. A late slip will be issued to the student.

## Responses to Lateness

Where there is a persistent pattern of lateness to school without reasonable justification occurs parents will be contacted and appropriate consequence will be applied to recover missed learning time.

When a student is late to school Queensland Academies Creative Industries will take the following actions:

- A text message is sent to inform parents of student lateness
- Patterns of lateness are tracked through year level meetings and students at risk are case managed with and consequence applied as necessary
- Student is referred to the student support team when appropriate

## Chronic Absenteeism

Where there is a persistent pattern of unexplained absences or absences without reasonable justification, a student's attendance can be considered unsatisfactory. The principal will commence enforcement of attendance processes.

1. Making contact with parent/guardian, requesting reason for absence and offering support to engage student with their schooling.
2. If the child is still not attending regularly after three weeks (15 school days) from the first attempt to contact parents, a Notice to both parents outlining parents' legal obligation will be posted and they will be invited to meet with school to discuss the situation.
3. If a meeting does not occur with the parents and there is no change in circumstances within one week (five school days) of sending the Notice. OR If a meeting does occur with the parents but there is no change in circumstances within one week (five school days) of this meeting.

***A Warning Notice advising parents of their legal obligations will be posted and an offer to meet to discuss support available to address failure to attend will be extended by the school.***

4. If there is no change in attendance one week (5 school days) after the Warning Notice is sent, an

### Authorised Officer:

***Requests Performance, Monitoring and Reporting Branch to conduct a search for information***

regarding enrolment and attendance to ensure the child is not enrolled at another state school (including School of Distance Education).

- Where unsatisfactory attendance still continues, the principal may commence processes associated with Cancellation of Enrolment. The principal is able to seek advice from Central Office Legal & Administrative Law Branch regarding consent to prosecute parents/carers.

### Engaging to an Alternative Pathway

In cases where students have chronic absenteeism and do not respond to the Engagement Policy provided, their enrolment will be cancelled. Parents and carers are notified in writing of this decision. During the cancellation process the student and parent will receive advice from QACI to identify and support the transition to a different education, training or work environment.

QACI will continue to work with the student to facilitate a successful outcome. In unique circumstances QACI can cancel a student's enrolment without the full engagement process having been completed.

An appeal can be undertaken in relation to the *Cancellation of Enrolment*. Students, parents, carers or supportive other with the student's permission, can write to the Director-General of the Department of Education, Training and Employment to request that the cancellation decision be reviewed by the Director-General or his delegate. This is called making a submission. Information about how to make a submission is distributed with the *Cancellation of Enrolment* letter.

More information can be found from the government website: <https://behaviour.education.qld.gov.au/procedures-guidelines-and-forms/cancellation-of-enrolment>

### Reporting and Monitoring Attendance

At Queensland Academies Creative Industries reports of absence or truanting are taken seriously. Students, parents, members of community and school staff may report an absence in the following ways:

- Preferred Text 0429 312 781
- Telephone (07) 3552 9360
- QParents
- Email: [studentabsence@qaci.eq.edu.au](mailto:studentabsence@qaci.eq.edu.au)

#### Every Day Counts

<https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts>

#### Departmental Policies and Procedures

<https://ppr.qed.qld.gov.au/pp/managing-student-absences-and-enforcing-enrolment-and-attendance-at-state-schools-procedure>

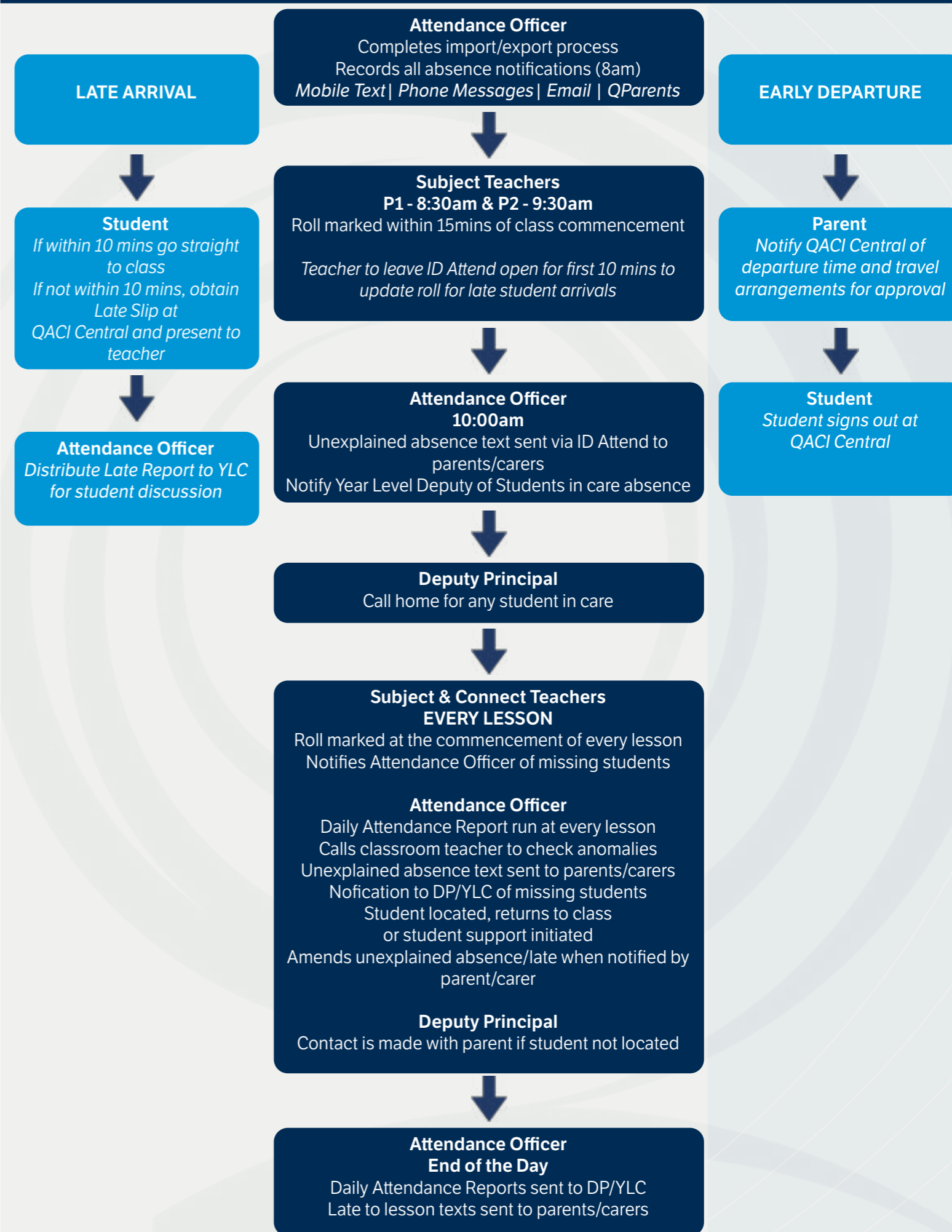
#### Managing Student Absences and Enforcing Enrolment and Attendance at State Schools

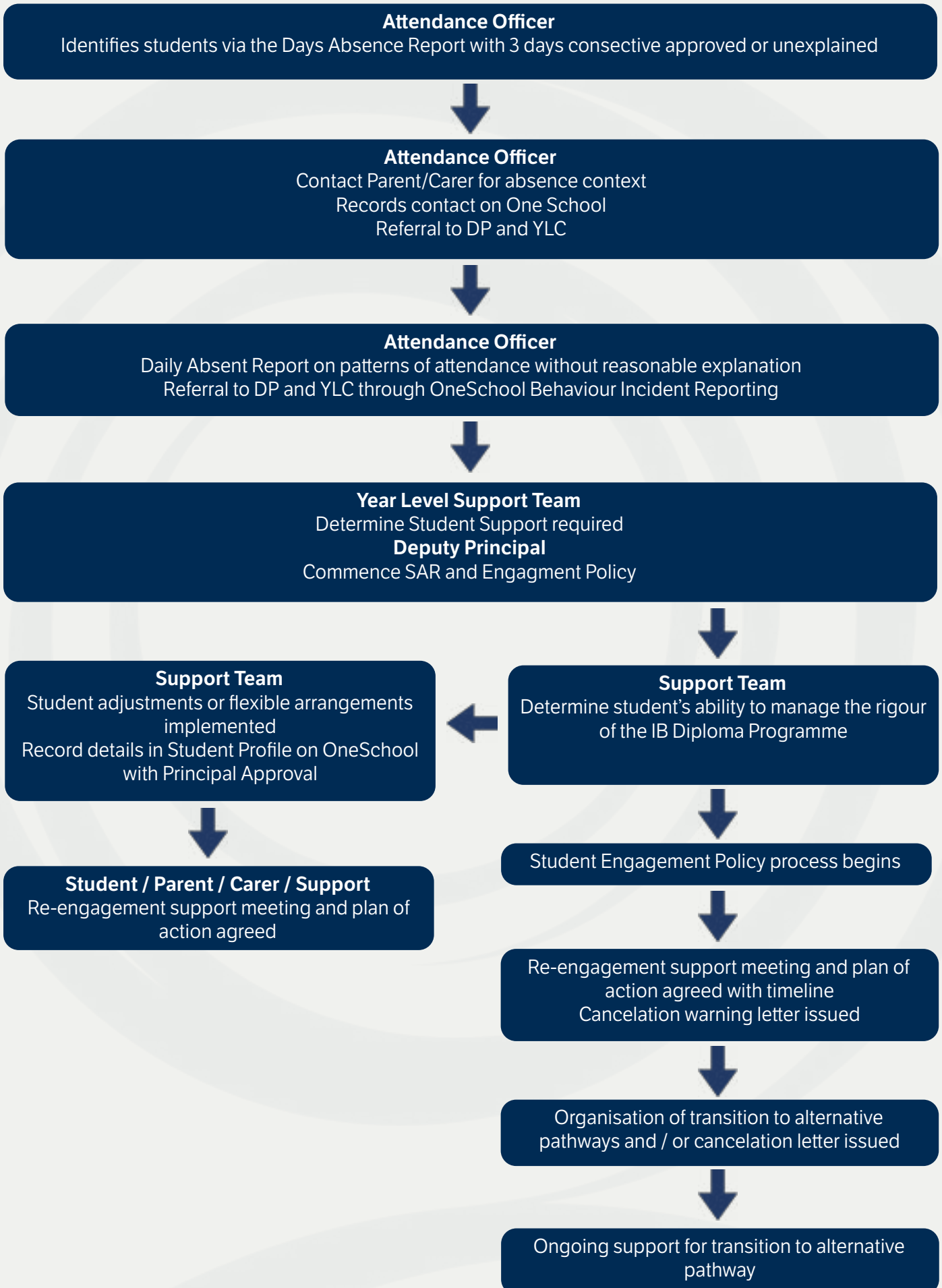
<https://ppr.qed.qld.gov.au/pp/managing-student-absences-and-enforcing-enrolment-and-attendance-at-state-schools-procedure>

## Tracking Student Attendance

### DAILY MONITORING

### Appendix (1)





**Table 1 - Absence Codes for Full or Part Day Absence**

Type of Absence	Code	Explanatory Notes
Entire Day	A	Student was absent entire day.
Early (No Penalty)	E	Student left early, but within the final two hours of scheduled schooling. This will not count as an afternoon/half day absence. If the student left earlier than two hours prior to the end of the scheduled school day, this will count as an afternoon/half day absence (see "P" code).
Late (No Penalty)	L	Student arrived late, but within two hours of scheduled schooling. This will not count as a morning/half day absence. If the student arrived after the first two hours of the scheduled school day, this will count as a morning/half day absence (see "M" code).
Morning	M	Student was absent for the morning. This will count as a half day absence.
Afternoon	P	Student was absent for the afternoon. This will count as a half day absence.

**Table 2 - Absence Codes for Reasonable and Unreasonable Excuses**

Pursuant to s.176(1) of the Education (General Provisions) Act 2006 (Qld) (EGPA), each parent of a child who is of *compulsory school age* must ensure that the child is *enrolled* and attends school on every school day for the educational program in which the child is enrolled unless the parent has a reasonable excuse. Pursuant to s.239(1) of the EGPA, a parent of a young person in the *compulsory participation phase* must ensure the young person is participating full-time in an eligible option, unless the parent has a reasonable excuse.

Type of Absence	Code	Explanatory Notes	Examples	Considered Reasonable	Counted as an absence*
School activity	A	Student is participating in an authorised school activity for school purposes.  NOTE: If used for attendance at hospital school, upon discharge from hospital, the hospital school should advise the usual school of any variations in the student's attendance. Replace Code A with Code I (Illness and medical appointments) for days when the student has not participated in the education program at the hospital school due to illness.	<ul style="list-style-type: none"> <li>Performing in school choir, band or dance group</li> <li>Participating in youth parliament or council, or in community service</li> <li>Attending a hospital school</li> </ul>	Yes	No
Attendance not required	B	Student is not required to attend school on this day as it is not included in their educational program	<ul style="list-style-type: none"> <li>Year 12 students with a four-day timetable</li> <li>Exam blocks where students are not required to attend on days with no exams</li> <li>Students who are on a charge-related suspension and who have enrolled at a school of distance education or are accessing an educational program from home</li> <li>Students in a youth detention centre</li> <li>Absence is subject to a direction or order given about an infectious or contagious disease or condition</li> <li>Students on a <i>part-time educational program</i> (for DoE employees only)</li> </ul>	Yes	No
Excursion	C	Student is participating in a <i>school excursion</i>	<ul style="list-style-type: none"> <li>Includes part-day, full-day or multi-day class visits to venues outside the school</li> <li>School camps and overnight excursions</li> </ul>	Yes	No

**Table 2 - Absence Codes for Reasonable and Unreasonable Excuses**

Type of Absence	Code	Explanatory Notes	Examples	Considered Reasonable	Counted as an absence*
Sorry Business	D	<p>Aboriginal or Torres Strait Islander students participating in Sorry Business*.</p> <p>Parents should be encouraged to ensure their child misses as little school as possible. Schools should work with families to encourage them to have the child attend school to maintain a sense of routine where culturally appropriate. These situations should be handled with respect and sensitivity and should be underpinned by the interests of the child.</p> <p>**Sorry Business' is an expression used by Aboriginal and Torres Strait Islander people for a time of mourning in the community.</p>	<ul style="list-style-type: none"> <li>• Cultural activities related to a recent family bereavement</li> <li>• Grief for a close family member or extended family members</li> </ul>	Yes	Yes
Off campus activity	F	<p>Student is participating in an authorised activity that is away from the school campus. These activities will be regular and ongoing in nature.</p>	<ul style="list-style-type: none"> <li>• <i>Flexible arrangements</i></li> <li>• Attendance at a TAFE or other training provider course</li> <li>• Participation in a school-based apprenticeship or traineeship</li> <li>• Attendance at a Positive Learning Centre</li> </ul>	Yes	No
Family reasons	G	<p>Student is absent due to family circumstances beyond the influence of the student. The parent is aware that their child is absent and an explanation has been provided to the school.</p> <p>Parents should be encouraged to ensure their child misses as little school as possible. Schools should work with families to encourage them to have the child attend school to maintain a sense of routine. These situations should be handled with respect and sensitivity and should be underpinned by the interests of the child.</p> <p>Where these absences are persistent and regular, principals should discuss the situation with the parent and/or student to determine if additional supports and/or strategies are required to strengthen engagement and improve attendance.</p>	<ul style="list-style-type: none"> <li>• Moving house</li> <li>• Transport issues</li> <li>• Family member is ill or in hospital</li> </ul>	Yes	Yes

**Table 2 - Absence Codes for Reasonable and Unreasonable Excuses**

Type of Absence	Code	Explanatory Notes	Examples	Considered Reasonable	Counted as an absence*
Holiday	H	The parent, or the student if they are living <i>independently</i> (DoE employees only), has informed the school that the student/family is taking a holiday. Note that holidays during the school term should be discouraged. If the absence is more than 10 consecutive days, an exemption may be considered. Refer to <i>Exemptions from compulsory schooling and compulsory participation</i> .		Yes	Yes
Illness and medical appointments	I	The parent, or the student if they are living <i>independently</i> (DoE employees only), has informed the school that the student is sick. Where these absences are persistent and regular, schools may request that documentary evidence (e.g. medical certificate) is provided. If a medical certificate has been provided, this should be noted in OneSchool and kept on file. If a student is unable to attend school for a period longer than 10 consecutive school days, an exemption may be considered. Refer to <i>Exemptions from compulsory schooling and compulsory participation</i> .	<ul style="list-style-type: none"> <li>• <i>Flexible arrangements</i></li> <li>• Attendance at a TAFE or other training provider course</li> <li>• Participation in a school-based apprenticeship or traineeship</li> <li>• Attendance at a Positive Learning Centre</li> </ul>	Yes	Yes
Unauthorised	J	The excuse given for a student absence is deemed as unreasonable by the principal. The reason (with any supporting evidence) as to why an explanation is considered to be unreasonable must be documented in OneSchool.	<ul style="list-style-type: none"> <li>• Leisure activities</li> <li>• Shopping</li> <li>• Visiting friends and relatives</li> <li>• Celebrating birthdays</li> <li>• Fishing</li> <li>• Truancy</li> <li>• Any other reason for absence that the principal does not consider to be reasonable</li> </ul>	No	Yes
Natural disaster	N	Student is unable to attend school due to an extreme weather event or other natural disaster.  This code may be used whether or not the student is continuing with school work while absent from school, and may be used for full or part-day absences.		Yes	No

**Table 2 - Absence Codes for Reasonable and Unreasonable Excuses**

Type of Absence	Code	Explanatory Notes	Examples	Considered Reasonable	Counted as an absence*
Other	O	Only use this code if the no other absence reason code is suitable and the principal has determined that the excuse provided by the parent or student (where the student is <i>independent</i> , an adult, or where it would be inappropriate to ask the parent) is reasonable.  Parents should be encouraged to ensure their child misses as little school as possible. Schools should work with families to encourage them to have the child attend school to maintain a sense of routine. These situations should be handled with respect and sensitivity and should be underpinned by the interests of the child.	<ul style="list-style-type: none"> <li>• Religious observances</li> <li>• Funerals</li> <li>• Legal matters (i.e. attending court)</li> <li>• Non-representative sport events / sports events not endorsed by the school</li> </ul>	Yes	Yes
Short Suspension	P	Student is suspended for 1 to 10 days under s.283 of the EGPA		Yes	Yes
Long Suspension	Q	Student is suspended for 11 to 20 days under s.283 of the EGPA, or for a student who is on a charge-related suspension and who has not enrolled at a school of distance education.		Yes	Yes
Suspension pending exclusion	R	Student is suspended pending an exclusion decision by the principal.		Yes	Yes
Sport (Representative)	S	Student is representing their school, district, region, state or nation at a sporting event which is recognised by the school (refer to <i>Queensland Representative School Sport</i> for the full list of representative sports).  NOTE: If non-representative sport, use Code O (Other).	<ul style="list-style-type: none"> <li>• Australian football</li> <li>• golf</li> <li>• swimming</li> <li>• water polo</li> <li>• multi-class events in aquathon, cross country, track and field</li> </ul>	Yes	No
Unexplained	U	No reason has been given for the student's absence		No	Yes
Work Experience	W	Student is participating in a <i>work experience program</i> approved and organised by the school.		Yes	No

**Table 2 - Absence Codes for Reasonable and Unreasonable Excuses**

Type of Absence	Code	Explanatory Notes	Examples	Considered Reasonable	Counted as an absence*
Exemptions	Z	<p>Student has been granted an exemption from schooling. <i>Refer to Exemptions from compulsory schooling and compulsory participation.</i></p> <p>Refer to <i>Guidelines for recording attendance of students who are enrolled but not attending school and cannot be located, and students who have been granted an exemption from schooling</i></p>	<ul style="list-style-type: none"> <li>• Religious observances</li> <li>• Funerals</li> <li>• Legal matters (i.e. attending court)</li> <li>• Non-representative sport events / sports events not endorsed by the school</li> </ul>	Yes	Yes