



Attendance Policy

Rationale

All schools in Queensland are committed to providing safe and supportive learning environments which address the students' educational needs.

The Brisbane South State Secondary College Attendance Policy aims to ensure students, parents/guardians are clear on the importance of regular attendance at school.

Under s176(1) of the Education (General Provisions Act) 2006 (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.

Under s239(1) of the EGPA, each 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.

School community beliefs about the importance of attending school

It is important that students, staff and parents/guardians have a shared understanding of the importance of attending school. Brisbane South State Secondary College:

- 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.





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Responsibilities

School responsibilities:

- Inform students and parents/guardians regarding the attendance policy;
- Monitor student attendance daily through roll marking procedures and in accordance with the departmental policy Roll Marking in State Schools;
- Ensure that a parent/guardian notifies the school within two days of any unexplained absence/lateness via text, phone call or written note. The school will notify the parent/guardian of unexplained absences and request explanation;
- Notify the relevant Deputy Principal when absences and the explanations offered for that absence are not reasonable;
- Discuss individual attendance with students, parents/guardians and offer support and help to parents/guardians and students when attendance does not meet Department of Education guidelines;
- Provide and support students with school work when they are absent for reasonable, legitimate and extended periods of time.

Student responsibilities:

- All students who are enrolled at school, regardless of their age, are required to attend that school whenever instruction is provided;
- Students must arrive at school ready to commence at 8:40am each school day;
- Late Pass: Students must ensure their parent has notified the Administration Hub by 8:30am on the day the late pass is required. Notification must be via email to absences@brisbanesouthssc.eq.edu.au or by telephoning 3013 5777. Students must collect their late pass from the Administration Hub on arrival to the college;
- Early Departure: Students must ensure their parent has notified Student Services by 8:40am for an Early Leave Pass. Parent notification is via Daymap (preferred) or a note signed by the parent. Students will then be issued with a Leave Request Pass.





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Parent responsibilities:

- Ensure that their child is enrolled at school and regularly attends the educational program provided at Brisbane South State Secondary College;
- Ensure that their child arrives on time each day by 8:40am;
- **Contact** the college prior to any planned absence, late arrival to school or early departure, full details are set out on the '[Contact](#)' page of our website;
- Respond to absence on day of unplanned absence, or within two days of returning to school by one of the following:
 - email to Absence email address (absences@brisbanesouthssc.eq.edu.au) from the parent/guardian;
 - phone absence line (3013 5777 - Dial 1);
 - verbally inform school staff (Administration Hub);
 - reply to the text message with a reason for absence (0426 306 238);
 - absence note signed by the parent/guardian and handed to the Student Services Officer, Administration Hub.
- If a student is absent from school three days or more with illness, a medical certificate should be provided;
- If a student is absent on a day when assessment is due, they must ensure that they comply with the Assessment Policy;
- Application to the Executive Principal for an exemption from school attendance must be sought for any planned absence for longer than 10 school days;
- Contact with the relevant Deputy Principal or Guidance Officer if their child is resistant to attending school.



Strategies

At Brisbane South State Secondary College, we promote 100% attendance by:

- Ensuring student wellbeing, positive relationships and connecting with others are at the centre of everything we do;
- Valuing inclusivity – we are welcoming towards all others and accepting of individual differences;
- Celebrating individual and collective attendance goals.

Responses to absences

If a Brisbane South State Secondary College student is absent without explanation for three days or a pattern of absences has been identified, the Deputy Principal and support staff will follow Department of Education's Managing student absences and enforcing enrolment and attendance at state schools procedures.

Reporting and monitoring attendance

At Brisbane South State Secondary College, reports of absence or truanting are taken seriously. Truancy is considered a major behaviour according to the school's Student Code of Conduct and may result in a disciplinary consequence.

Some related resources

How can I get my teenager to go to school?

<https://education.qld.gov.au/initiativesstrategies/Documents/get-teenager-to-school.pdf>

Preparing your child for high school

<https://education.qld.gov.au/initiativesstrategies/Documents/preparing-child-high-school.pdf>

Anxiety about going to school

<https://education.qld.gov.au/initiativesstrategies/Documents/anxiety-about-going-school.pdf>

