

*Train up a child in the way he should go; even when he is old he will not depart from it. (Proverbs 22:6)*

<b>Status:</b>	Final		
<b>Authorised by:</b>	Head of College	<b>Date of Authorisation:</b>	May 2025
<b>Review Date:</b>	Annually	<b>Next Review Date:</b>	May 2026
<b>Policy Owner:</b>	Head of College		

## 1. Protocol Statement

Regular and punctual school attendance is fundamental to student achievement and wellbeing. Prince of Peace Lutheran College upholds a whole-school approach to promoting high attendance, in alignment with the Education (General Provisions) Act 2006 (Qld), and informed by best practice guidelines from Independent Schools Queensland and the Queensland Department of Education.

## 2. Attendance Expectations and Targets

All students are expected to maintain a minimum attendance rate of 95% across the academic year. This equates to no more than 10 days absent per year.

- 95–100% – Excellent: Consistent attendance supporting optimal learning
- 90–94% – Acceptable with caution: At risk of falling behind; requires monitoring
- Below 90% – Concern: Identified as chronic absenteeism; intervention required.

### **3. Roles and Responsibilities**

- Parents/Guardians must ensure that students attend school every school day and notify the school of any absence.
- Students must make every effort to attend and participate fully in their learning.
- School Staff must accurately record, monitor, and act on patterns of absenteeism.

### **4. Notification of Absence**

- Parents must notify the school by 8:20am on the day of absence through the designated communication method (school app, email, or phone).
- Reasons must be clearly explained (e.g., illness, bereavement, medical appointment).

### **5. Acceptable and Unacceptable Absences**

- **Acceptable (Approved) Absences include:**
  - Illness or injury
  - Medical or dental appointments (where appointments cannot be made outside of school hours)
  - Bereavement or funerals
  - Recognised religious or cultural observances
  - Exceptional family circumstances
- **Unacceptable (Unapproved) Absences include:**
  - Holidays during term time without Head of College's approval
  - Absences or school refusal without documented support plan
  - Absences with no explanation provided within 7 school days

### **6. Extended Leave Procedures**

- Medical leave of 3 or more consecutive days will require a medical certificate.
- Any leave of more than 10 consecutive school days must be requested in writing and approved by the Head of College.
- Parents are required to complete an Extended Leave Request Form, and in some cases, a Student Absence Learning Plan will be provided.

## **7. Attendance Monitoring and Intervention**

- Attendance is recorded twice daily (morning and afternoon) on the Junior Campus and at the beginning of each class on the Senior Campus, in line with legislative requirements.
- Unexplained absences generate same-day SMS or phone contact with parents.
- Students whose attendance falls:
  - Below 95% – monitored by class teacher/pastoral care
  - Below 90% – reviewed by leadership team; formal communication with parents
  - Below 85% – individual attendance improvement plan implemented, potentially involving external agencies or referral under legislative provisions.

## **8. Supporting Attendance Improvement**

Where attendance concerns are identified, the school will:

- Contact families to explore underlying issues
- Offer wellbeing and counselling support
- Develop an individualised support or re-engagement plan
- Liaise with allied health professionals or support agencies if needed.

## **9. Legal Compliance and Truancy**

Failure to ensure regular attendance without valid reason may result in the initiation of legal processes under the Education (General Provisions) Act 2006 (Qld). Schools are legally required to maintain accurate attendance records and notify government authorities when absenteeism becomes chronic.

## **10. Communication and Review**

- This policy will be communicated annually to families via the school website and newsletters.
- The policy will be reviewed every two years, or as required by legislative change.

### **Things to consider:**

- For our many students with families overseas, where do we sit with time to visit relatives during term time? How do we negotiate this?

- Do we need to seek medical certificates for all students Prep – 12 who are repeatedly away for medical reasons?
- Staff Communication – who will be sharing this with staff and when will implementation begin?

<b>Semester 2 Check in Points</b>	<b>Days</b>	<b>95%</b>	<b>90 – 95 %</b>	<b>90% or less</b>
Term 3 Week 5	25	1-2 days	3 days	4 days or more
Term 3 Week 10	50	2-3 days	5 days	6 days or more
Term 4 Week 5	75	4 days	8-9 days	10 days or more