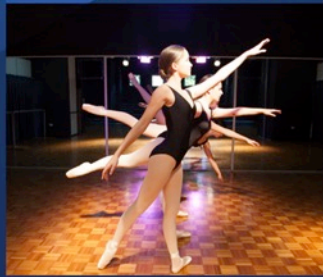


Attendance Policy



Academic | Cultural | Sporting | Community

VARSITY
College

Dare to Dream

25 Aug. 15, Version 1
www.varsitycollege.eq.edu.au

Varsity College promotes excellence in learning and believes every day counts. Students who attend school regularly achieve better and have a better chance in life. Students develop better communication, teamwork and resilience skills when they are attending regularly.

Relevant legislation and policy

Attendance at school is a legal requirement. Under the Education (General Provisions) Act 2006 students are required to attend school until the end of Year 10 or 16 years of age and then continue further education or training until the end of Year 12 or 17 years of age or until a Certificate III course is completed.

Students may apply in writing for exemptions to compulsory schooling to enter a fulltime apprenticeship/ traineeship or the workforce.

Policy statement

In order to promote a shared understanding of the importance of attending school, Varsity 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.

The school's attendance requirements are that students:

- Attend full time (more than 3 days unexplained absence is too many)
- Be punctual for roll marking and classes
- Attend all classes and work productively in these
- Complete all assessment, on time and in full
- Authorised absences include students attending any function pertaining to the school e.g. excursions, camps, sporting representation.
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Varsity College considers the following absences to be appropriate

Genuine Illness -

- Note from Parent/Guardian. A Doctor's certificate is required for three or more days absent. That is any three consecutive school days in one week or a Friday and the following Monday, Tuesday (or Thurs, Fri, Mon).

Personal or family situations –

- Each application will be considered on its individual merits by the Principal.

Absences which will not be approved by the school include: finishing assignments or completing school work at home and leaving school for outside work commitments which are not school based work placements, traineeships or apprenticeships.

Procedures

If a student is absent or late they should provide the school with a note from their guardian or medical certificate via their class/form teacher or school office.

If you are absent from school, ensure that you obtain the school's approval for that absence as soon as possible, either in advance or within a week of returning to school.

Half and full day absences and late arrivals are added together to determine the number of days of unexplained absence in each term.

From the beginning of each year student absences will be monitored and when they reach a total of 3 unexplained days, or a pattern of absences is observed, students will receive follow-up via telephone, email or letter advising them that the school wishes to discuss this issue with the student and parent/guardian.

Students who are finished year 10 or over 16 years of age may have their enrolment cancelled if their adherence to the attendance requirements listed above is unsatisfactory.

Additional resources

Every Day Counts

<http://education.qld.gov.au/everydaycounts/index.html>

Departmental Policies

SMS-PR-017: Enforcement of Compulsory Schooling and Compulsory Participation Phase

<http://education.qld.gov.au/strategic/epr/students/smspr017/>

SMS-PR-029: Managing Student Absences

<http://education.qld.gov.au/strategic/epr/students/smspr029/>

SMS-PR-036: Roll Marking in State Schools

<http://education.qld.gov.au/strategic/epr/students/smspr036/>