

Introduction

This procedure outlines the processes for student attendance, absence management, punctuality and school refusal. This guideline applies to all students of NPSS.

Responsibilities for school attendance

Parents of a child or young person who is of compulsory school age must ensure that they are enrolled at school and that they attend every school day for the educational program in which they are enrolled unless the parent has a reasonable explanation.

In Queensland, a child is of compulsory school age from 6 years and 6 months until they turn 16, or they complete Year 10 whichever comes first.

When a student's attendance falls below 90% their educational attainment, academic achievement and student wellbeing can be compromised.

NPSS will monitor student attendance and punctuality and make reasonable attempts to contact both parents when the school identifies an unsatisfactory absence or when a pattern of absenteeism exists. The school will offer support and advice to families to try and encourage regular attendance and punctuality.

In circumstances whereby the parents/ guardians are unwilling or unable to work collaboratively to ensure their child's regular attendance at school, the student's enrolment may be terminated as a last resort.

Parents/Carers Responsibilities:

- Ensure their child attends school every school day for the program in which they are enrolled
- Provide a satisfactory explanation for daily absences via parent lounge, phone or email on the day of absence by 9.30am
- Provide a medical certificate for any absences longer than 3 consecutive days for students in Years 8-12
- Provide a medical certificate for any absences during exam periods or any absence which affects deadlines for assessment work for students in Years 10-12
- Contact the school in writing to request leave prior to any planned absences:
 - For planned extended absences of 2 weeks up to and including 10 weeks, the school requires 4 weeks prior notice in writing, full fees are to be paid during these absences
 - For planned extended absences of 1 term or longer the school requires a terms prior notice in writing, students will be unenrolled and placed on the waiting list. Full fees are payable in lieu if this notice is not provided
 - In some instances, leave may not be granted if the leave period occurs during Census, Senior Examinations or key camps
- Advise the school of any change of address or phone numbers to ensure school records are accurate

Student Responsibilities:

- Arrive at school on time and with all necessary equipment
- Remain on school grounds during school hours unless permission from parents/carers or the school has been given
- Report to the office if arriving at school after 8.45am (High School) and after 8.50am (Primary School) for a late pass
- Ensure all missed schoolwork is completed

School Responsibilities:

- Inform students, staff and parents/carers about the NPSS Student Attendance Procedure
- Monitor student attendance daily through marking the roll at the beginning of each day
- Notify parents/carers of any unexplained absence requesting a satisfactory explanation for the students absence
- Discuss individual attendance with families and offer support and help to parents and students when school attendance has become an issue
- Teachers may provide work for students who are absent during term time (but are not required to do so)

School Attendance Rates

Unless under exceptional circumstances (e.g. medical reasons) the minimum attendance rate at NPSS is 90%.

Absence Management

Each month school office staff will generate a Student Attendance Report for each year level showing student absences for the month.

This report will be emailed to the appropriate Co-Ordinator on the first of each month for internal discussion and/or follow up with parents/carers.