



Attendance Policy and Procedures

SECTION 1: ATTENDANCE POLICY

PURPOSE

The purpose of this Attendance Policy is to describe Chisholm Catholic College's approach to the consistent management of student attendance to meet legislative requirements and sector standards. It is also to express the roles and responsibilities of the College, Students and Legal Guardian with regards to attendance.

RATIONALE

Chisholm Catholic College is committed to providing a safe and supportive learning environment for all students, which enhances their holistic educational needs.

Chisholm Catholic College recognises that every day of attendance in school contributes towards a student's learning and that maximising school attendance enhances academic outcomes. Research shows direct correlations between poor attendance and student disengagement, exposure to 'at risk' behaviours and poor academic, employment and social outcomes. Accurate attendance records are an important Workplace Health and Safety requirement to monitor the wellbeing of all of our students.

Chisholm Catholic College is committed to promoting the key messages of the 'Every Day Counts' campaign:

- All children should be enrolled at school and attend school every day.
- Schools should monitor, communicate and implement strategies to improve regular school attendance.
- Truancy and chronic absenteeism can place a student in an unsafe situation and impact their future employability and life choices.
- Attendance at school is the responsibility of everyone in the community.

STUDENT ATTENDANCE GOAL

Students, Legal Guardians, and Staff will work together to ensure all students meet the College expectation of 90% or above attendance and zero unexplained absences.

90% attendance equates to:

- 5 days absence per term
- 10 days absence per semester
- 20 days absence per year

Acceptable reasons for student absences are:

- Illness
- Family trauma or bereavement
- Events of cultural significance
- Participation in school organised activities, e.g. work experience
- Representation in elite sporting or cultural activities e.g. South Coast Sporting Trials.

Examples of unacceptable reasons for absence are:

- Completing assessment at home
- Truancy
- Shopping expeditions with or without a parent or carer
- Helping at home or at parent/caregiver's place of work

- Part-time or casual work (including travel to or from work)
- Appointments which could be made out of school hours (e.g. haircuts, driving lessons, dentist etc.)
- Family holidays
- Birthdays.

OBLIGATIONS OF THE COLLEGE

Our College has a responsibility to record student attendance and respond to instances of irregular attendance. Staff use the eMinerva system to record student attendance and absences. It is important for our school to investigate the patterns and underlying causes of non-attendance so that appropriate strategies addressing the specific type of absenteeism can be implemented.

Our College, and by virtue of their employment, our teachers, are legally required to monitor and record attendance of students in their care on a daily basis, whether absent or present in class, on excursion or at a school-based activity.

OBLIGATIONS OF LEGAL GUARDIANS

The Queensland Government's education policy states that:

"Each parent of a child who is of compulsory school age must—

- b) ensure the child attends the State school or non-State school, on every school day, for the educational program in which the child is enrolled;*

unless the parent has a reasonable excuse." Section 176 (1)(b)

Students have two phases of schooling: *The Compulsory Schooling Phase* and *The Compulsory Participation Phase*.

The Compulsory Schooling Phase:

- starts the year a child turns 6 or starts Prep
- ends when the child turns 16 or finishes Year 10, whichever occurs first.

During this phase, the family or carer has a legal obligation to ensure their child attends school every day.

The Compulsory Participation Phase:

- starts the year the child stops being of compulsory school age (i.e. reaches the age of 16 or completes Year 10).
- ends when the child:
 - gains a Senior Certificate, Certificate III or Certificate IV or
 - has participated in eligible options for two years after the completion of the Compulsory Schooling Phase or
 - turns 17 years of age.

During this phase, families and carers have a legal obligation to ensure their child meets the attendance requirements of the eligible option of their choice.

Additionally, Legal Guardians have an obligation to:

- Ensure your child attends school for the whole day on every scheduled school day unless:
 - Your child is too sick to leave the home or has an infectious disease or an injury preventing movement around the school.
 - A medical or dental appointment that could not be made out of school hours.

- The Principal is provided with another genuine and acceptable reason preventing your child's attendance.
- Provide a satisfactory explanation for all absences/early departures on or before the morning (before 8:30am) of the day of absence/early departure by one of the three methods below:
 - BCE Connect App: Report Student Absence
 - Parent Portal: Click on Report Student Absence
 - In Person: verbally or via a hand-written letter by the parent or carer. This may take the form of a medical certificate if the child has been absent for multiple days with illness.
- Provide a prompt response to any text message, email or letter received regarding your child's absence from school, even if you think an error has been made.
- Seek approval from the Principal if your child is to be absent for an extended period (longer than one week of consecutive Absence).
- Contact school support staff (Pastoral Leaders, Guidance Counsellors or Assistant Principal – Student Wellbeing) if your child is reluctant or refusing to attend school.
- Initiate or attend support meetings to improve your child's school attendance.
- Provide a dated and signed notification or to phone the Student Services office explaining any reason for your child's late arrival at school.
- Ensure that emergency contact information for your child is up-to-date.

OBLIGATIONS OF STUDENTS

- To attend school for the whole school day, every day and be on time for all timetabled classes.
- To not leave school during school hours without permission and without obtaining an early departure pass from the Student Services office.
- To always report to the Student Services office if arriving to school later than 8:35am.
- To ensure work missed during any periods or days absent from school is completed.
- To take responsibility for your own regular attendance.
- To ensure days absent are explained by your Legal Guardian.
- To discuss day(s) absent with your class/Pastoral Care teacher if either attending regularly or getting your Legal Guardian's notification for an absence is difficult.

Exam Blocks

Students from Year 11 and Year 12 will only be at school for required exams throughout scheduled exam blocks and during the external assessment period in Term 4 Year 12. Students may have home study time when not attending for an exam or outstanding / incomplete assessment. Students should not be sighted in public areas (e.g. shopping centres) unless with their parent/guardian during school hours for this block period. Throughout assessment block – this means that all assessment including exams, modules and assignments are required to be up to date and be completed as directed by the teacher and assessment schedules.

Absence from Examinations

A student in Years 7-10 who is absent from an examination due to illness or injury must notify the subject teacher or Academic Leader on or before the day of the examination and present a doctor's certificate to the Subject Teacher on the first day of his/her return to College to arrange the completion of that examination.

A student in Year 11 or 12 who is absent from an examination due to illness or exceptional circumstances must notify the Assistant Principal – Curriculum and relevant Academic Leader on the day of the exam or prior to the exam if it is an on-going medical condition. Students must present a

Medical Certificate or other documentation along with an [AARA application](#) to the Assistant Principal – Curriculum on their return to school and make arrangements with Academic Leader for an alternate date to complete the exam. This is to be at the first possible opportunity.

The Academic Leader or Assistant Principal – Curriculum will contact parents/carers on the day of the exam if no prior communication is made.

Absence from Examinations Known in Advance

Students in Years 11 and 12 are not eligible for AARA if circumstances are within their or their family's control.

Students in Years 7 to 10 should not ask to change exam schedules to accommodate family holiday arrangements. Where an absence from an examination is foreseeable, parents are to contact the Principal in writing (email is preferred) so that a fair and reasonable arrangement may be made concerning the student sitting the examination.

Students in Years 7 to 10 who need to complete their exam following the set date will be required to:

- Complete their exam on the first available time upon returning to the College
- Complete the exam during class time, or
- Complete the exam through other arrangements, such as a separate, supervised room. This decision would involve discussion between the Subject Teacher/s and the relevant Academic Leader/s, and the Assistant Principal – Curriculum where needed.

Students in Years 11 and 12 who are eligible for AARA will be required to:

- Complete the assessment at the approved time and date
- Complete a comparable piece of assessment if necessary to ensure integrity of the piece is maintained

Students in Years 11 and 12 who are not eligible for AARA will be required to:

- Complete the assessment piece prior leaving
- Complete a comparable piece of assessment if necessary to ensure integrity of the piece is maintained

Students on Campus During Exam Period

Students are permitted to remain on campus during their exam period. Provisions for study will be provided in the college library to ensure a conducive environment for preparation for their exams. Attendance will be recorded for students who are on campus during this time.

ATTENDANCE AND PARTICIPATION – A JOINT OBLIGATION

- Attendance reports will be produced regularly by the Student Reception School Officer to provide a summary of overall attendance percentage, absence reasons and late arrivals/early departures.
- Students will be flagged if their attendance falls below expectation, or a pattern of late arrival, early departure or unexplained absence is emerging.
- Students and Legal Guardians may be required to attend an interview with a member of the College Leadership Team or the relevant Pastoral Leader if any aspect of attendance (overall percentage, arrival time, unexplained absences) falls below expectation.
- Events such as the Year 10 Social and Year 12 Formal require that student attendance rates are maintained.
- Cancellation of enrolment at Chisholm Catholic College may be considered for students who

fall below attendance expectations if a Legal Guardian partnership and commitment to improve attendance cannot be established.

When a student has a **discrepancy** in their attendance or has a part day absence, Chisholm Catholic College will take the following actions:

- The student will be informed of the discrepancy or part day absence and will report to the Student Services office or the relevant Pastoral Leader to explain the discrepancy or absence.
- Where it is necessary for further clarification, the parent or carer will be contacted by the Student Services officer (by email or telephone call) to determine if there is a reasonable excuse for the discrepancy or part day absence (Director General's Guidelines ss176 and 239 of the Education (General Provisions) Act 2006).
- Records of contact with parents and carers regarding absences will be recorded on eMinerva.

When a student is absent without explanation for a period between 1 to 3 days, Chisholm Catholic College will take the following actions:

- The Pastoral Care Teacher will contact home to investigate the reason for the student's absence. The Pastoral Care Teacher can offer support if required.
- The Pastoral Care Teacher will notify the Student Services officer to adjust the student's attendance records if required.
- Records of contact with parents and carers regarding absences will be recorded in eMinerva and Engage conversations.

When a student is absent for 3 consecutive days or when a pattern of absences has been identified, Chisholm Catholic College will take the following actions:

- The parent or carer will be contacted by the Pastoral Care Teacher (by telephone call) to determine if there is a reasonable excuse for the absence/s (Director General's Guidelines ss176 and 239 of the Education (General Provisions) Act 2006).
- If there is no reasonable excuse for the absence, the Pastoral Care Teacher will inform the Pastoral Leader to follow up.
- The Pastoral Leader will contact the parents and request an intervention meeting.
- If, after 3 weeks, a student is still not attending school regularly, the College will follow the processes for managing student absences as outlined in the Education (General Provisions) Act 2006 – SMS-PR-043. This includes:
 - Sending a letter outlining attendance requirements and the student's attendance record.
 - Possibly reporting the persistent and/or unexplained absences to:
 - Queensland Police Service
 - Department of Child safety.

When **truancy** has been identified, Chisholm Catholic College will take the following actions:

- Parents will be contacted by the appropriate Pastoral Leader or member of the College Leadership Team to address the student's specific behaviour.
- Chisholm Catholic College will respond to the student's behaviour as outlined in its Student Behaviour and Support Plan.

Where there is prolonged absence due to **illness** or **medical condition**:

- It is the parent or carer's responsibility to provide a medical certificate for absences from school of 3 days as soon as possible to either the Pastoral Care Teacher or Pastoral Leader.
- For absences that occur for a period of more than 10 consecutive school days, it is the parent

or carer's obligation to obtain an *Exemption from compulsory schooling and compulsory participation*.

- In times of prolonged absence due to illness or a medical condition, academic support may be provided appropriate to the student's needs at the time. Students have a responsibility to request and complete any missed work and/or assessments once they have returned to school. Parents can request work from teachers to be completed at home by contacting the Assistant Principal – Curriculum.

Where **holidays** are scheduled during term time:

- Chisholm Catholic College does not support the practice of scheduling holidays during term time and does not consider the taking of a holiday during term time an authorised explanation of absence from school.
- It is the parent or carer's obligation to make written application to the Principal in these instances.

For more information on an Exemption from *compulsory schooling and compulsory participation*, obtain an information sheet from school administration or visit the Queensland Government Policy and Procedure Register: [Exemptions from compulsory schooling and compulsory participation procedure \(qed.qld.gov.au\)](https://qed.qld.gov.au)

LATE ARRIVALS

A student is considered to have Arrived Late any time after 8:35am. If a student arrives to the College after 8:35am, they are to sign in late at the Student Reception and will be given a Late Slip; however, the information will be available in eMinerva. This slip needs to be presented to the teacher when arriving in class. If a student presents late to a subject class and does not have a Late Slip they are to be sent to the Student Services office to sign in.

Legal Guardians are required to provide an explanation for the late arrival via the BCE Connect App or Parent Portal. Students arriving late without Legal Guardian notification will be marked 'Absent – Unexplained' for the period before their arrival at school.

If Pastoral Care teachers observe a student has made a habit of arriving late or is late for three consecutive days, they must contact the student's Parent or Legal Guardian as per the policy for absentee students in this document.

An SMS message will be sent to Main Contacts advising their student has arrived late to school.

EARLY DEPARTURES

A student is considered to be leaving early any time before 2:55pm. All students leaving early must provide a notification from a Legal Guardian via the BCE Connect App, Parent Portal or a note. The Student Services Officer will then issue the students with an early departure slip which they will show their subject teacher when it is time to leave. Only students who have an early departure slip will be given permission to sign out of the Student Services office.

If the Student Services Officer is unsure of the validity of the notification, a call will be made to the student's main contact to confirm.

SMS MESSAGES

Unexplained Absences:

- An SMS message must be sent to students' Main Contact/s at 10:00am each day advising of any 'Unexplained' absences.

Late Arrivals:

- An SMS message must be sent to students' Main Contacts advising of students who have arrived late.

Any incorrect messages caused by incorrect roll-marking must be made known to the Deputy Principal.

BIBLIOGRAPHY

ACARA. (2020). *National Standards for Student Attendance Data Reporting*. Retrieved April, 2025, from Australian Curriculum, Assessment and Reporting Authority:

[ACARA - national standards for student attendance data reporting](#)

Brisbane Catholic Education. (2024). *Student Attendance Policy*. Retrieved April, 2025, from Brisbane Catholic Education Staff Portal (no public access)

[Student Attendance policy \(sharepoint.com\)](#)

Queensland Curriculum and Assessment Authority. (2025). *Introduction to AARA (Access Arrangements and Reasonable Adjustments)*. Queensland, Australia. Retrieved April, 2025, from

[Introduction to AARA \(qcaa.qld.edu.au\)](#)

[Access arrangements and reasonable adjustments \(AARA\) | Queensland Curriculum and Assessment Authority \(qcaa.qld.edu.au\)](#)

Queensland Department of Education. (2013). *Attendance - it all adds up*.

Queensland, Australia. Retrieved March 23, 2022, from

[Attendance: it all adds up - YouTube](#)

Queensland Department of Education. (2015). *Every Day Counts*. Queensland, Australia. Retrieved April, 2025, from

[Every Day Counts - YouTube](#)

Queensland Government. (2020). *Education (General Provisions) Act 2006*. Queensland, Australia. Retrieved April, 2025, from

[View - Queensland Legislation - Queensland Government](#)

Queensland Government. (2018). *Every Day Counts*. Retrieved April, 2025, from Education.qld.gov.au:

[Every day counts \(education.qld.gov.au\)](#)



Process for Applying for Leave

When a student needs to apply for leave
1. Parents/carers need to apply for leave by contacting Mr Bottaccio (College Principal) via scornubia@bne.catholic.edu.au <ol style="list-style-type: none">They may request to meet with him to explain some aspects of the reason for the absence.
2. An Application for Leave will be emailed to parents/carers to complete. The completed form will then be returned to Mr Bottaccio.
3. Mr Bottaccio will respond to the Application for Leave. This will refer to: <ol style="list-style-type: none">The College's Attendance Policy and GuidelinesThe College's Assessment Policy and ProceduresFor Years 10-12, the Queensland Curriculum and Assessment Authority (QCAA) QCE Handbook
4. A Student Absence – Learning Plan will be emailed to parents/carers, which will require the student to speak with their teachers to discuss potential arrangements regarding assessment and missed classroom learning. <ol style="list-style-type: none">Generally, teachers are not required to provide extra work. In most cases, work is available through the class' Shared OneNote, Chisholm Plus etc.
5. The completed Student Absence – Learning Plan needs to be returned to Mrs Van der Westhuizen (Assistant Principal – Curriculum) at least 1 week before the planned absence.

Please note:

- *Generally speaking, absences will not involve extensions to assessment due dates and exams that are missed during the absence period, may not be scheduled in advance or upon return.*
 - *For Years 11 and 12, planned absences during term time that result in assessment being missed may lead to Credit not being awarded for subjects affected. This will impact on the Queensland Certificate of Education (QCE).*

Notification of a planned absence should be made at least 6 weeks in advance.

APPENDIX B: APPLICATION FOR LEAVE



Application for Leave

Please type or print clearly

To be completed by the parent/carer			
1. Name of Student in Full	Enter Student's Name Here		
2. PC	Enter Student's PC Here		
3. Year Level	Enter Student's Year Level Here		
4. Name of Parent/Carer	Enter Parent/Carer's Name Here		
5. Period for which exemption is sought (insert dates)	From	Click or tap to enter a date.	To Click or tap to enter a date.
6. How many school days are you seeking an exemption for?	Enter Number of School Days Here		
7. Reasons for applying for leave (please provide full details and attach documentary evidence to support this application e.g. statement from medical practitioner)			
<u>Enter Reasons for Leave Here</u>			
_____ Signature of parent/carer		_____ Date	

Please forward the completed Application Form and any attachments to the Principal for consideration and approval. Written notification of the decision regarding this application will be sent to the parent/carer.

Email: scornubia@bne.catholic.edu.au



Application for Leave

To be completed by the Principal	
Application for exemption from: <input type="checkbox"/> Compulsory Schooling <input type="checkbox"/> Compulsory Participation	
Is the student in Year 10 or 15 years of age? If 'yes', a Queensland Curriculum and Assessment Authority student learning account should be established prior to an exemption being granted.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Decision (please tick whichever is appropriate)	
I grant an exemption for this student and parent/carer has been advised. _____	
Principal	Date
<input type="checkbox"/> I do not grant an exemption for this student. •	
<input type="checkbox"/> I grant an exemption with the following condition/s: •	
<input type="checkbox"/> I grant an exemption with the following change/s to what has been requested: •	
<input type="checkbox"/> I grant a partial exemption (<i>for students in the compulsory participation phase only</i>) •	
NOTE: My decision, materials considered, findings of fact and reasons for my decision are set out in my decision notice, which has been sent to the parent/carer, as required by the <i>Education (General Provisions) Act 2006</i> .	
_____	_____
Principal	Date

APPENDIX C: STUDENT ABSENCE LEARNING PLAN



Student Absence – Learning Plan

Students who are taking extended absences from Chisholm Catholic College must have a Student Absence Learning Plan. This form will only be provided once an Application for Leave has been completed and signed by the Principal.

To be completed by the student				
Student Name			Date	
PC			Year Level	
Reasons for absence:				
Period of Absence	From		To	

FOR TEACHERS:

Please talk with this student about the time they will be away and indicate any arrangements they may need to make before they go in relation to their course work. In general, a teacher should consider:

- Any support materials they may be provided to minimise the effect of absence to learning
- Information may be communicated to students via their class OneNote, email account, or via the email account for the parent entered in eMinerva.
- Any planning adjustments that may be made to minimise the effect of absence to learning
- For Year 11 & 12, is an Access Arrangements & Reasonable Adjustments (AARA) required?

FOR STUDENTS:

- The student should contact all their teachers and take this form home with them once completed, to advise parents of the arrangements made.

PLEASE NOTE: ABSENCE DURATIONS ARE DEFINED AS –

SHORT – 1 week or less. Teacher may consider evidence already collected to from judgement on an assessment item.

MEDIUM – 1 to 2 weeks. Consideration needs to be given to the timing of the assessment piece and the absence in relation to the assessment cycle.

LONG – More than 2 weeks. Consideration should be given as to when there will be sufficient evidence to make valid judgements at the end of the course study.

A copy of the Learning Plan will be kept on the Student’s file.



Student Absence – Learning Plan

To be completed by the student		
Subject	Teacher Name Teacher Signature	Arrangement for Class/Assessment to be submitted
Religion		
English		
Maths		

To be signed by the parent/carer	
I have read through and understand the proposed Learning plan.	
Parent Name: _____ (please print)	
Parent Signature: _____	Date: _____

Please return your completed form for approval to:
Assistant Principal Curriculum – Mrs Van der Westhuizen

To be signed by the Middle Years Learning Leader/AP Curriculum	
I have read through and agree to the proposed Learning plan.	
Name: _____ (please print)	Position: _____ (please print)
Signature: _____	Date: _____