

## Attendance Policy

Ambrose Treacy College (the College) is committed to providing a safe and supportive learning environment for all students, which enhances their holistic educational needs. Research shows that regular attendance is integral to successful academic, employment and social outcomes. Accordingly, it is important that students, staff and parents and/or caregivers have the same understanding of the importance of regular student attendance.

The College is committed to promoting the key messages of the 'everyday counts' approach, which promotes the following:

- 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 on their future employability and life choices.
- Attendance at school is the responsibility of everyone in the community.

### RATIONALE

To provide students with the ability to achieve to the best of their ability and to create a clear inclusive and simple attendance policy that promotes high expectations of student attendance.

### ATTENDANCE MANAGEMENT

The College will maintain attendance records and monitor the attendance of enrolled students through live roll marking.

- Students are expected to be at school by 8:25am for Homeroom. Student attendance is taken for the first time by their Homeroom as live attendance data.
  - Students continually late to Homeroom will be monitored by their Formation Leader.
- A live roll is taken at the start of each class throughout the day and any discrepancies are followed up by the Attendance Staff and monitored by the Formation Leaders.

### PARENT AND/OR CAREGIVER RESPONSIBILITIES

- Ensure that their child attends school on every school day for the program in which they are enrolled.
- Provide a satisfactory explanation of all absences, that is, any time during which a student is not attending or participating in their education programs as timetabled, including excursions and school event.

### Late Arrival at School/Classes

- Parents and/or caregivers to contact the College and provide an explanation for any late arrival approval prior to 8:25am.
- Any student who arrives to school after Homeroom has started must report to Student Reception in Years 4-9 or Senior Reception in Years 10-12 to sign-in upon their arrival.
- Any student who is late for classes will be given a suitable consequence by their Classroom Teacher. Persistent lateness to class will be referred to the Formation Leader.

### Absence from School

- Parents and/or caregivers must contact the College prior to any planned absences and provide the reason for any absence prior to 8:25am on the day of absence.
- In case of planned absences during the term, parents and/or caregivers must follow the Attendance Policy and refer to the [Assessment Policy and Procedure](#).
- **Extended absences of more than a week are to be requested in writing to the Principal at [admin@atc.qld.edu.au](mailto:admin@atc.qld.edu.au).** If the extended absence is approved, parents and/or caregivers need to contact their son's Formation Leader to organise schoolwork for the period of absence.

## Attendance Policy

- If the extended absence is medically based, parents and/or caregivers are expected to contact their son's Formation Leader to organise schoolwork for the period of absence. If the student is in Years 10-12 the parent and caregiver must complete the [Senior Illness and Misadventure Form](#) if absence is in exam period.

### Early Departure from School

- Parents and/or caregivers must contact the College and provide the reason for any early departure on the day of departure, or if known, in advance of the departure date.
- All students require written permission from their parent or caregiver to leave the College for any purpose e.g., medical appointment, work experience, TAFE etc.
- All students are required to be collected on site by their parent or caregiver unless granted permission by their Formation Leader in exceptional circumstances. All students must sign out and back in if returning to school.
- No student is permitted to leave the College via any 'ride sharing' company e.g. taxi or Uber or by public transport or their own transport means, unless in the care of their parents and/or caregiver.
- In the case of illness, the student, under teacher direction and written authorisation, is to report to Main Reception in Years 4-9 or Senior Reception in Years 10-12. Administration Staff will communicate home with parents and/or caregivers to arrange collection from the College within an hour of the reported illness.

### School Refusal

- If a student is refusing to attend school, the parent and/or caregiver must contact the Formation Leader, initiate, or attend meetings to seek support and discuss their son's attendance or participation in educational programs.
- Update Parent Lounge with any changes to address, email or phone numbers as well as medical and custody information to ensure the College records are accurate. Up-to-date data is essential in the event of an emergency.

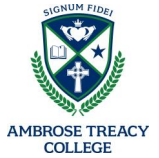
### STUDENT RESPONSIBILITIES

- Students must attend school each day. They must be on time and have all the necessary equipment.
- Never leave school during school hours without permission from parents and/or caregivers or the College.
- Report to the Main Reception in Years 4-9 or Senior Reception in Years 10-12 if arriving at school after 8:25am.
- Ensure all missed schoolwork is completed.
- Make up missed time.

### COLLEGE RESPONSIBILITIES

- Regularly inform students, staff, parents and/or caregivers regarding the Attendance Policy and make this publicly available through the TASS Parent Lounge and enrolment packages.
- Monitor student attendance daily through roll marking procedures.
- Notify parents and/or caregivers of any unexplained absences, requesting a satisfactory explanation for their son's absence. Notify the Formation Leader when concerned that the explanation for the student absence is unsatisfactory.
- Discuss individual attendance with students and offer support and help to parents and/or caregivers when school attendance has become a problem.
- Provide student with schoolwork when they are absent for legitimate extended periods of time.
- Notify the relevant authorities if non-attendance persists.

# Attendance Policy



## TRUANCY

Students found to be truant from class will be managed in accordance with the Formation Framework Student Support Cycle. Formation Leaders will communicate with parents and/or caregivers and if necessary, set up a meeting with parents and/or caregivers, the student and the Formation Leaders. The behaviour will be noted on the student's profile and any time missed will be required to be made up. This time could be done by participating in community service or in reviewing of schoolwork that was missed as a result of the truancy as part of an after-school detention.

## CHRONIC ABSENTEEISM

The College identifies chronic absenteeism as students who are absent for more than 10% of the time the student is expected to be present at school. The issue of chronic absenteeism is complex and covers a range of behaviours, including school refusal. It is important for schools to investigate the patterns and underlying causes of non-attendance so that appropriate strategies can be implemented. There is no quick or simple solution, nor a one-size fits all approach to addressing absenteeism. However, partnerships between the College, parents and/or caregivers and the local community can assist in reducing chronic absenteeism.

At a school level chronic absenteeism is to be managed by the Formation Leader, Counsellors, and the Dean of Formation. Together they will communicate with all necessary stakeholders to ensure that they are well informed. In particular, Formation Leaders, Counsellors and the Dean of Formation will liaise with parents and/or caregivers to develop the appropriate strategies to ensure the student presents at school on a regular basis. Strategies such as issuing fact sheets, developing home-based behaviour contracts, the use of restorative processes and connecting with outside agencies may be implemented to assist students to return to school.

If a student's attendance remains a concern despite the efforts of staff, the school may contact the local departmental Catholic School Authorities (CSAs) regional office for additional support. The CSA take additional responsibility in such an instance and may request consideration be given to prosecute parents.

## SUPPORTING DOCUMENTS

[Enrolment Policy](#)

Attendance Procedures

TASS Daily Attendance Roll Marking Procedures

QCEC Process for Managing Continued Non-Attendance in Catholic Schools