

## Student Learning and Welfare

### Policy - Attendance Management

#### 1. Purpose

The Attendance Management policy defines the procedure and process of monitoring and reporting student attendance at Challenge Trade and Business College (CTBC).

#### 2. Scope

The Attendance Management policy applies to all parents/carers and students enrolled at CTBC and all staff responsible for the care of students at CTBC.

#### 3. Policy Statement

CTBC believes:

- a. Daily school attendance is important for success in education and other long-term outcomes linked to student success, future pathways and learning.
- b. Developing and encouraging strong relationships between parents/cares, students and the College.
- c. This policy allows for a safe and supportive learning environment where students will not feel victimised or judged for having attendance or lateness issues, but rather supported, respected, and understood.
- d. Monitoring student attendance through communication with parents/carers and counselling to ascertain reasons for poor attendance.

#### 4. Definitions, Term, Acronyms

Attendance	The action or state of regular attendance at CTBC and events or activities associated with CTBC including work placements, work experience, school-based apprenticeships and training.
Compulsory School Age	(from <a href="#">Education (General Provisions) Act 2006</a> s9) A child is of compulsory school age if the child is at least 6 years and 6 months, and less than 16 years. However, a child is no longer of compulsory school age if the child has completed Year 10.
Compulsory Participation	(from <a href="#">Education (General Provisions) Act 2006</a> s231)A young person's compulsory participation phase <ol style="list-style-type: none"> <li>1. Starts when s/he stops being of compulsory school age; and</li> <li>2. Ends when the person: <ol style="list-style-type: none"> <li>a. Gains a certificate of achievement, Senior statement, Certificate III or Certificate IV; or</li> <li>b. Has participated in eligible options for 2 years after the person has stopped being of compulsory school age; or</li> <li>c. Turns 17.</li> </ol> </li> </ol>
CTBC	Challenge Trade and Business College
Early Leave	When a parent/carer contacts the College to advise their child/ren will be leaving early from school.

## ATTENDANCE MANAGEMENT V01.09022023

Explained Leave	<p>When a parent/carer calls to advise that their child/ren will be absent from school stating the reason. Explained Leave can fall into the below categories:</p> <p>Exempt – the student is absent due to carer leaves or compassionate grounds.</p> <p>Flexible – the student is on work placement, work experience or training.</p> <p>Leave – Special leave requests approved by the CTBC Principal.</p> <p>School Business – student attendance at an excursion, incursion, or exams.</p> <p>Sick – Leave due to illness or attendance at specialist medical appointments which parents/carers have advised the College of. If the student is away for 3 or more consecutive days, a medical certificate will be required.</p> <p>Suspended – the student has been externally suspended from the College as per the Behaviour Management Policy.</p>
Attendance Heat Map	The Attendance Heat Map tracks and monitors a student’s overall school’s attendance, Explained and Unexplained.
Late Leave	When a parent/carer contacts the College to advise their child/ren are going to be late for school.
Parent/Carer	The person(s) charged under law with the legal responsibility for the long-term interests of the student (usually parents). (from <a href="#">Education (General Provisions) Act 2006</a> s10)
School Refusal	When a parent/carer makes contact with the school to advise that their child/ren are currently refusing to attend school the College Principal will be notified and make contact with the parent/carer.
Sentral	The College’s student management platform for recording Explained and Unexplained Leave.
Timed leave	When a parent/carer contacts the College to advise their child/ren are going to be absent from school during a set period of time during the academic day.
Truant	A student who stays away from the school they are enrolled in without leave or explanation.
Unexplained Leave	<p>Unexplained Leave can fall into the below categories:</p> <p>Absent – the student is absent from the College with no explanation given.</p> <p>Unjustified – the parent or carer has explained the reasons for requesting leave but it is not justified by one of the given Explained Leave reasons e.g., taking holidays during term time.</p>
QCAA	<a href="#">Queensland Curriculum and Assessment Authority</a>
QCE	<a href="#">Queensland Certificate of Education</a>

## ATTENDANCE MANAGEMENT V01.09022023

QCIA	<a href="#">Queensland Certificate of Individual Achievement</a>
------	--

### 5. Procedures and Processes

#### a. Attendance

- i. All students are recorded present at the College at the start of each academic day until notified of their absence.

#### b. Explained Leave

- i. Parents/carers must report Explained Leave to the College no later than 8:15am of the day of the student absence, or earlier if the date and times of the Explained Leave are known.
- ii. Parents/carers with students on Flexible Leave must contact the College and the student's place of work to notify the student will be absent.
- iii. Explained Leave will be recorded against the student on Sentral by the College.
- iv. Where a student is recorded Sick for three consecutive days the parent/carer will be required to supply a Medical Certificate in line with [Section 6.5 Illness and misadventure, QCE & QCIA Handbook](#) (QCAA, 13 January 2023).

#### c. Unexplained Leave

- i. Where a student is reported Absent without explanation the parent/carer will be contact by SMS and email by 8:45am requesting that they contact the College to explain the absence. If the parent/carer does not contact the College the student will be marked Absent – Unexplained.
- ii. If a student is reported as Absent during class, College staff will attempt to locate the student on Campus. If the student has not been located within 15 minutes the student's emergency contact will be called to support the College in locating the student. If the student is not located after a further 15 minutes Emergency Services will be contacted.

#### ci. Attendance Heat Map

- i. The Attendance Heat Map tracks and monitors a student's overall school attendance - Explained and Unexplained.
- ii. The College will be notified (through Sentral) when the student absence reaches 15% of the total number of minutes missed from attendance at school for that given period e.g., *one day of school attendance is equal to 375 minutes, missing 56 minutes of that day is equal to 15%*.
- iii. When the College is notified that the student has reached 15% absence rate parents/carers will be contacted and appropriate support will be given where necessary.

### 6. References

QCAA. (2019). *Queensland Curriculum and Assessment Authority*. [online] Available at: <https://www.qcaa.qld.edu.au/>.

QCAA. (2021). *QCE and QCIA handbook*. [online] Available at: <https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook/6-aara/6.5-illness-misadventure>.

## ATTENDANCE MANAGEMENT V01.09022023

QCAA. (2022a). *Queensland Certificate of Education (QCE)*. [online] Available at: <https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce>.

QCAA. (2022b). *Queensland Certificate of Individual Achievement (QCIA)*. [online] Available at: <https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qcia>.

*Queensland Education (General Provisions) Act 2006.9.*

*Queensland Education (General Provisions) Act 2006.10.*

*Queensland Education (General Provisions) Act 2006.231.*

### 7. Review

This policy and its associated procedures, quick reference guides and protocols will be reviewed in accordance with CTBCs policy review processes. However, CTBC, reserves the right to review this policy at any time.

<b>SECTION</b>	<b>1 – Student Learning and Welfare</b>		
<b>ITEM</b>	<b>Policy – Attendance Management</b>	<b>ITEM NO:</b>	<b>1.05</b>
<b>Policy Owner</b>	Board		
<b>Policy Owner: Approver:</b>	College Principal		
<b>First Approved:</b>			
<b>Revision Cycle:</b>			
<b>Revision Dates:</b>			
<b>Next Review:</b>			
<b>Version:</b>	V1.03032023		