



SCHOOL ATTENDANCE AND ABSENTEEISM IN CATHOLIC SCHOOLS AND COLLEGES

Scope: This policy applies to all Catholic schools and colleges conducted by Catholic Education - Diocese of Rockhampton (referred to as CEDR in the document).

1. POLICY STATEMENT

Each parent/carer of a child who is of compulsory school age has the legal obligation to ensure their child is enrolled and attends a school. Each parent/carer of a child enrolled in a Catholic school or college (hereafter referred to as Catholic School) in the Diocese of Rockhampton regardless of the child's year level has the legal obligation to ensure their child attends on every school day for the educational program in which the child is enrolled, unless the parent has a satisfactory reason for the child's absence.

2. DESCRIPTION

A child should be enrolled in and attend a school in the year that they turn compulsory school age. A child is of compulsory school age if the child is at least six years and six months and less than sixteen years. A child is no longer of compulsory school age if the child has completed Year 10.

3. RATIONALE

Early identification of children whose attendance is not regular is crucial to minimising absences. Catholic Schools must take reasonable steps to follow-up unexplained absences as soon as possible. Schools may need to work closely with other agencies to support parent/carer to meet their obligations in regard to the enrolment and attendance or participation of their child.

4. IMPLEMENTATION ISSUES

1. The Principal (or member of the school's Leadership team) will inform parent/carer at the time of enrolment of their legal obligations for their child to attend school full-time.
2. Teachers will ensure that rolls are marked accurately at times specified by the Principal.
3. The Catholic School will implement procedures so that the unexplained absence of any student is notified to parents or caregivers as early as possible on the same day.
4. The Catholic School will adopt processes to identify students who are absent for three (3) or more consecutive school days or have a persistent pattern of unexplained absences.



5. The Principal will implement strategies to manage enrolment, absences, school refusal and truancy especially following up any unexplained absences.
6. The Principal will work with community agencies as required to assist parent/carer to meet their legal obligations regarding enrolment and attendance.
7. Personnel from CEDR will support Principals in managing enrolment, attendance and absenteeism by developing management guidelines for Catholic schools.
8. At all times the Principal will, through his/her actions, reflect the values and ethos of the Catholic School including the pastoral care of the child.
9. Principals will, in conjunction with CEDR, take appropriate action in reporting absentee issues to local authorities.

5. REFLECTION MATERIAL

CATHOLIC EDUCATION POLICIES AND DOCUMENTS

- [Pastoral Care](#) 2020/05
- Procedures for Managing School Attendance and Absenteeism v3 2017
- Roll Marking Guidelines v2 2019

WEBSITES

- The Education Queensland website *School absenteeism and student attendance* <https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts> contains many valuable resources for schools and parents.

LEGISLATION

- Queensland Government [Education \(General Provisions\) Act 2006](#)