

TLS - 23: Student Attendance and Leave Policy

Purpose:

Ipswich Girls' Grammar School including Ipswich Junior Grammar School supports the legal requirement that students attend school on every school day, recognising that learning occurs in supervised, structured environments managed by qualified educators.

This policy sets out the expectations of attendance and the process to be followed in the instance of non-attendance.

Scope:

This policy applies to all students enrolled at IGGs and IJGS and to their parents/guardians and carers.

Definitions:

Attendance: refers to the student physically attending the School premises and being present in classrooms for timetabled learning delivery.

Policy:

Ipswich Girls' Grammar School including Ipswich Junior Grammar School supports the legal requirement that students attend school on every school day, recognizing that learning occurs in supervised, structured environments managed by qualified educators. Students are to attend school and participate fully in the program from 8:15am to 2:55pm every day, unless a valid exemption exists.

The following non-exhaustive list may be considered valid exemptions:

Exemption from attendance due to:	Process
Illness or injury	<p>Parent/guardians contact Student Services by telephone by 9am to report absence.</p> <p>For absences of 3 or more days duration, parent/guardian to also contact Deputy Head of Junior School or Head of House to discuss student's health and return to school. Medical certificates may be required if the illness is ongoing.</p> <p>For extended absence, the School will offer arrangements, where possible and reasonable, to support the student to continue learning until the student can return to the classroom. It is expected that the student will return as soon as their circumstances allow; alternate arrangements will not be supported beyond such time as is reasonable.</p> <p>In Years 10, 11 and 12, if the absence impacts assessment, it is essential the Dean of Studies is informed as early as possible, and that a medical certificate is provided to cover any assessment missed. In Year 10 this should be a medical certificate, but in Year 11 and 12 an official AARA medical report may be required. See the policy related to assessment.</p>
Mental Health condition	<p>Parent/guardians contact Student Services by telephone by 9am to report absence.</p> <p>Parent/guardian to also contact Head of House, Middle School Coordinator or Dean of Students to discuss student's health</p>

	<p>and supported return to school. Medical certificates may be required if the concern is ongoing or impacts on Senior assessment.</p> <p>For extended absence, the School will offer arrangements where possible and reasonable to support the student to continue learning until the student can return to the classroom. It is expected that the student will return as soon as their circumstances allow them to safely do so; alternate arrangements will not be supported beyond such time as is reasonable.</p> <p>Other relevant policies may also apply to the student's return to school to ensure appropriate support is in place. (e.g. Management of Deliberate Self-Harm and Suicidal Ideation policy)</p>
<p>Medical or other appointments - part-day absence (exeats)</p>	<p>It is expected that appointments will be made outside of school hours.</p> <p>Where the appointment cannot be out of school hours and the student needs to leave during the school day, a written request from the parent/guardian must be given to the student's Head of House/ Junior School Receptionist that day and an Exeat form will be issued permitting the student to be absent for the specified period. Students must sign in and out through Student Services or via the Junior School Reception.</p> <p>If the student will not be arriving at the school until later in the day, parent/guardian should contact Student Services by telephone by 9am.</p> <p>Students who become sick during the school day should report to the Health Centre. The school nurse will make arrangements with the parents/guardians for the student to be collected. Students should not phone parents/guardians independently of the School Nurse or teaching staff.</p>
<p>Family travel</p>	<p>It is expected that travel will occur during school holidays.</p> <p>Where a family is travelling during term time a letter must be sent at least two weeks in advance to the Principal who may approve the student's leave.</p> <p>Travel is not accepted by the Queensland Curriculum and Assessment Authority as a valid reason to adjust assessment due dates, and thus Senior students should particularly avoid travelling during term times.</p>
<p>Cultural or religious reasons</p>	<p>Rarely, students may need to be absent for cultural or religious reasons.</p> <p>For absences of no more than 2 days, a letter must be sent in advance from the Parent/Guardian to the Head of House or Deputy Head of Junior School.</p> <p>For absences of 3 or more days' duration, a letter must be sent at least two weeks in advance to the Principal who may approve the student's leave.</p>

Note that the following are not grounds for an exemption from attendance:

- Reluctance to attend school or school activities
- Response to incidents at school involving other students or teachers
- Employment or the desire to seek employment
- Difficulty with the school curriculum
- Desire to become an apprentice or trainee but without an established training contract with an employer.

Should these circumstances exist, the Dean of Students, Deputy Head of Junior School or appropriate staff member should be contacted by the parent/guardian so that support can be arranged to enable the student to attend.

Unapproved absences

Students who intentionally miss lessons without valid reasons will be required to make up the time in after school detentions, supervised by the Head of House, Deputy Head of Junior School, or other appropriate staff member.

Students who intentionally miss a full day of school will have an internal suspension for one day, and parents/guardians will be asked to meet with the school. Where appropriate, the school psychologist or other relevant staff members may be involved in supporting student attendance.

These consequences may be varied appropriately depending on the individual circumstances and any previous breaches of this policy or the Student Code of Conduct.

A student who repeatedly misses full days of school without a valid exemption may be managed based on the provisions of the Education Act and may have enrolment canceled. This process is outlined below.

School-refusal or ongoing failure to attend

Under the Education (General Provisions) Act 2006 (Qld) parents/guardians have a legal obligation to ensure that their children attend school.

Independent Schools Queensland has a recommended process which will be applied when the school reasonably suspects that a parent/guardian is not meeting their legal obligation to send their child to school for every school day. This process may result in termination of enrolment and referral to Queensland Police.

Breaches and Reporting:

All Students and Parents/Guardians have a responsibility to adhere to this policy as part of their enrolment with the School.

Please refer to the Complaints Handling Policy for breaches in the management of this policy.

Related Policies: (other policies noted as relevant to the policy)

- *Code of Conduct - Students*
- *Complaints Handling Policy*