



RIVERMOUNT COLLEGE

Realising the Potential Within

5.05.01 STUDENT ATTENDANCE POLICY AND PROCEDURE TO REQUEST AN EXEMPTION FROM SCHOOLING

PURPOSE OF THIS POLICY

To manage student absences and comply with the parental obligation that:

- a child of compulsory school age is enrolled and attends school on every school day for the educational program in which the child is enrolled;
- a young person in the compulsory participation phase participates full-time in an eligible option;
unless there is a reasonable excuse.

SCOPE

Enrolled students and their parent(s)/guardian(s).

RESPONSIBILITY

Principal reporting to the Board of Directors.

LEGISLATION AND REFERENCES

[Education \(General Provisions\) Act 2006](#)

[QCE & QCIA Handbook](#)

[RMC Application for an Exemption from Schooling](#)

Area: 5.0 Student Management	Policy: 5.05.01 Student Attendance	Current Version: E	Page 1 of 4
Approved by Executive Committee: Aug 2022	Approved by Compliance Committee: Aug 2016	Original Release Date: Aug 2016	Next Review Date: 2023
		Approved by Board of Directors: Aug 2016	

POLICY STATEMENT

Under s176 of the Education (General Provisions) Act 2006, the parents of a child or young person who is of compulsory school age¹ must ensure they are enrolled at a school and that they attend every school day for the educational program in which they are enrolled, unless the parent has a reasonable excuse.

Except in the case of illness, the College expects students to attend every school day, unless the parent has a reasonable excuse and, in the case of an extended absence, permission has been granted in advance by the Principal. (The Principal will use his professional judgement to determine whether explanations are considered reasonable.)

For absences greater than 10 consecutive school days, parents must apply for an exemption from schooling. (Refer to the Application for Exemption Form.) The Principal may grant exemptions for absences of between 10 and 110 school days in a year (a cumulative total for the year).

Circumstances where an exemption may be appropriate include (but are not limited to):

- Illness or hospitalisation for a prolonged period of time / diagnosis of terminal medical condition
- 'Carer' responsibilities
- Mental health condition
- Extended travel*
- Representative Sport (representing the College, district, region, state or country at an approved sporting event)
- Cultural or religious reasons
- Family reasons

***Year 10 - 12 Students - A note of warning regarding possible certification ramifications:**

Applications for assessment extensions cannot be granted in the case of matters of a student's or parent's/carer's own choosing (e.g. travel).

In instances of known absences on assessment due dates, work must be submitted prior to the deadline, or else judgment will have to be made on evidence observed prior, unless the student has QCAA-approved AARA (Access Arrangements and Reasonable Adjustments).

In the case of examinations, student failure to complete an examination as scheduled, may result in a Not-Rated for the assessment task and thus the subject which can affect students' QCE (Queensland Certificate of Education) and ATAR (Australian Tertiary Admission Rank) eligibility.

¹ A child is of compulsory school age if the child is at least 6 years and 6 months, and less than 16 years, and has not completed Year 10. A young person's compulsory participation phase starts when they are past the compulsory school age and ends when they:

1. gain a certificate of achievement, senior statement, Certificate III or Certificate IV
2. have participated in eligible options for 2 years after the person stopped being of compulsory school age
3. turn 17 years.

Area: 5.0 Student Management	Policy: 5.05.01 Student Attendance	Current Version: E Original Release Date: Aug 2016	Page 2 of 4
Approved by Executive Committee: Aug 2022	Approved by Compliance Committee: Aug 2016	Approved by Board of Directors: Aug 2016	Next Review Date: 2023

RESPONSIBILITIES

The primary responsibility for a student's attendance rests with the parent(s) however, the College recognises its role and responsibilities to promote student attendance.

The College has a responsibility to:

- Regularly inform students, staff and parent(s) about this policy through the College website and intranet portals.
- Mark roll, keep attendance records and monitor student absences.
- Follow-up absences quickly and address attendance issues with parent(s) through the Pastoral Care program.
- Provide exemptions from compulsory schooling when approved by the Principal.
- Provide students with schoolwork when they have a reasonable excuse and are absent for extended periods of time.
- Keep records of each decision made by the Principal regarding an *Application for an Exemption* for a minimum of 5 years and provide a copy to the applicant.

Parents have a responsibility to:

- Ensure that their child attends school every day for the program in which they are enrolled.
- Ensure that their child arrives on time each day. If arriving late, contact Student Services or provide a written note (signed and dated) explaining lateness.
- Contact the College prior to any planned absence either by phone or email.
- Complete an *Application for an Exemption from School* if student absences are for an extended period of time (10 consecutive school days or more) and request school work.
- Contact the Head of School if their child is refusing to attend school. Initiate or attend meetings to seek support and discuss their children's attendance or participation.
- Advise the College of any change of address or phone number to ensure student records are accurate.

Students have a responsibility to:

- Attend the College each school day unless there is an acceptable reason.
- Report to Student Services if arriving late to school (after 8:30am).
- Never leave during school hours without reporting to Student Services.
- Ensure all work is completed that has been missed due to an absence.

AWARENESS AND IMPLEMENTATION

Students and parents/guardians must acknowledge their understanding of this policy upon enrolment and annually thereafter via the Student Handbook.

COMPLIANCE AND MONITORING

The College regularly monitors attendance data to identify absenteeism trends and individual students with high levels of absenteeism. Unexplained absences and breaches of this policy will be followed up with parents by Student Welfare and/or the Principal's Office. The College shall keep student attendance records and retain each *Application for an Exemption from Schooling* as part of the permanent student record.

Area: 5.0 Student Management	Policy: 5.05.01 Student Attendance	Current Version: E Original Release Date: Aug 2016	Page 3 of 4
Approved by Executive Committee: Aug 2022	Approved by Compliance Committee: Aug 2016	Approved by Board of Directors: Aug 2016	Next Review Date: 2023

PROCEDURE TO REPORT AN ABSENCE OR TO REQUEST AN EXEMPTION

UNPLANNED STUDENT ABSENCE

In case of absence due to illness, the parent/guardian is required to notify the Student Welfare Office via Parent Portal or phone or email, prior to 8:30am of the day of absence.

If no notification has been received, Student Welfare will follow the steps below:

1. The College will send an SMS notification to both Parent Contacts 1 and 2 with a request to contact the Student Welfare Office.
2. Should Student Welfare fail to receive a response within a reasonable timeframe, Student Welfare will telephone Parent Contact 1 and leave a voice mail if no contact is made.
3. Should Student Welfare fail to receive parental notification by mid-morning, the relevant Head of School will be advised. The Head of School will make a decision whether to continue to attempt contact or to notify the Principal and potentially the QLD Police.

EARLY DEPARTURE

If a student needs to depart early for any reason (e.g. illness, appointment), they must be collected from the Administration Building. Where possible, parents should provide advance notice by writing a note in the diary or emailing Student Welfare the date, time and reason for collection.

PLANNED STUDENT ABSENCE

The College requires a parent/guardian to submit a written request to the Principal **at least two weeks (where feasible) prior** to any planned absence taken during term time.

For absences less than 10 days:

Parents/guardians are to email their request to studentwelfare@rivermount.qld.edu.au. The College will acknowledge the email and follow-up with a response.

For absences longer than 10 consecutive school days (excluding weekends):

Parents/guardians are requested to complete and submit the *Application for an Exemption from Schooling - Part A* either by email (principal@rivermount.qld.edu.au) or directly to the Administration Office.

- 'Part B' of the form will be completed by the Principal, who will review the supporting material and communicate the exemption decision in writing.
- The *Application for an Exemption from Schooling* is available from the College website, Parent Lounge, or the Principal's Office.

EXAMS

Please note, if a student is ill and absent for an examination, a medical certificate must be provided, otherwise the student may be issued with an Incomplete result for that subject. In the case of Year 12 external examinations, students must attend all components of the examination to be issued with a result. No alternative arrangements can be made if a student does not attend a scheduled written examination.

Area: 5.0 Student Management	Policy: 5.05.01 Student Attendance	Current Version: E Original Release Date: Aug 2016	Page 4 of 4
Approved by Executive Committee: Aug 2022	Approved by Compliance Committee: Aug 2016	Approved by Board of Directors: Aug 2016	Next Review Date: 2023



RIVERMOUNT COLLEGE

APPLICATION FOR AN EXEMPTION FROM SCHOOLING


To be completed and signed by the parent/guardian requesting an exemption. All supporting material should be attached to the application for consideration.

This form is to be emailed to principal@rivermount.qld.edu.au or handed in at the Administration Office 2 weeks prior to the absence.

Part A - Please type or print clearly and COMPLETE ALL SECTIONS

Student Details		
Student Name:		
Student DOB:	Year Level:	
Parent/Carer 1 Details		
Name:		
Address:		
Phone Number:		
Exemption Details		
What dates is the exemption sought for?	Start:	End:
Total number of school days exemption sought for:		
For what reason is the exemption sought?		
Diagnosis of terminal medical condition	<input type="checkbox"/>	<i>Please attach any supporting evidence or comments separately</i>
Illness or hospitalisation for a prolonged period of time	<input type="checkbox"/>	
'Carer' responsibilities	<input type="checkbox"/>	
Mental health condition	<input type="checkbox"/>	
Extended travel	<input type="checkbox"/>	
Cultural or religious reasons	<input type="checkbox"/>	
Family reasons	<input type="checkbox"/>	
Other (please provide details separately)	<input type="checkbox"/>	
Signature		
Signature of Parent/Guardian:		Date:

Part B – To be completed by Principal

Previous Exemption Details		
I have previously granted the following exemptions for the applicant for this year :		
1. Start:	End:	Number of school days:
2. Start:	End:	Number of school days:
3. Start:	End:	Number of school days:
Total number of exemptions:	Total number of school days student exempted:	
<p><i>Note, if the period of the exemption that is the subject of this application would, if it were granted, cause the total period of exemptions granted for the student to be more than 110 school days in the current year, the Principal cannot make a decision regarding this application. Instead, an application must be made to the Office of Non-State Education at the Department of Education and Training on their approved form.</i></p>		
Exemption Decision		
<p>Granted</p> <p><input type="checkbox"/> I grant the exemption for this student as requested, to apply as follows:</p> <p>Start: _____ End: _____</p>		
<p><input type="checkbox"/> *I grant the exemption for this student for a lesser period than what was requested, being:</p> <p>Start: _____ End: _____</p>		
<p><input type="checkbox"/> *I grant the exemption for this student with the following conditions:</p>		
<p><i>For students in the compulsory participation phase:</i></p> <p>The exemption is: Full <input type="checkbox"/> Partial <input type="checkbox"/> If partial, the exempt FTE is <input type="checkbox"/></p> <p> The exemption may apply until the end of the compulsory participation phase, or until an earlier time. Please ensure that you have indicated this clearly in the relevant section above.</p>		
<p><input type="checkbox"/> Not granted</p> <p>*I do not grant the exemption for this student</p>		
Signature		
Signature of Principal:		Date: