



Attendance Policy (Students)

BRISBANE GIRLS GRAMMAR SCHOOL

1 Purpose

The purpose of this Attendance Policy (the **Policy**) is to provide guidance on the procedures for monitoring student attendance, outlining the reasons for monitoring attendance and the steps Brisbane Girls Grammar School (the **School**) will take if student attendance levels are unsatisfactory.

2 Scope

This Policy relates to attendance at the School's Main Campus at Spring Hill, as well as attendance at Marrapatta Memorial Outdoor Education Centre programs and the School's Co-curricular Program, and applies to all staff, students and parents/guardians.

3 Policy

The School is committed to providing students with a positive, stimulating environment in which to learn and socialise with peers. The School is required under the *Education (General Provisions) Act 2006* (the Act) to maintain a student attendance register, which is a permanent record of the attendance of all students and forms part of the biannual academic report.

It is a legislative requirement that young people of compulsory school age are required to be in full-time attendance at a government or registered non-government school. All schools are required to monitor, communicate and implement strategies to improve regular school attendance (refer to Appendix A for the Main Campus procedures and Appendix B for Marrapatta Memorial Outdoor Education Centre (Marrapatta) procedures). Failure to do so may result in a breach of the Act and penalties may apply. Staff are aware that an attendance roll may be required as evidence in a court of law.

4 Roles and responsibilities

4.1 The Principal (or authorised delegate)

The Principal (or authorised delegate) is responsible for ensuring:

- (a) this Policy is implemented and communicated to all relevant parties
- (b) an effective system for recording and monitoring student attendance
- (c) parents are able to efficiently notify the School of their daughter/s' absence by contacting the School absentee line, absentee email or TASS absentee notification
- (d) attendance/absence for students is recorded on each regular school day for the full duration of the day, i.e., between 8.20am and 3.10pm
- (e) rolls are monitored daily and, where rolls have consistently not been marked, relevant staff members are followed up
- (f) student non-attendance and patterns of non-attendance is monitored and early identification of and supportive intervention for students at risk of non-attendance with the Dean of Students
- (g) the School's attendance register is kept up to date and available for inspection at all times by any person authorised by the Queensland Minister for Education

- (h) the average percentage of student attendance is published as part of the School performance information, as stipulated by the Australian Government, in the School's Annual Report.

4.2 Staff

4.2.1 Staff (including supply teachers and Library staff) are responsible for:

- (a) ensuring rolls are marked in an accurate and timely manner
- (b) identifying any absence trends or concerns and raising these with the appropriate Head of House or Dean of Students
- (c) ensuring that all absence notes or verbal messages are communicated to Student Reception or the appropriate Head of House
- (d) maintaining a repository of work on Minerva for students to access at home to prepare for their return to School from an extended absence.

4.2.2 Health Centre Nurses are responsible for ensuring students have signed into the Health Centre using the electronic attendance system, and that the time when students are discharged is recorded.

4.2.3 The Floreamus Centre Administration Officer is responsible for ensuring students have signed into the Waiting Room using the electronic attendance system, and that the time when students depart is recorded.

4.2.4 The Music Administration Officer is responsible for ensuring students have signed into the Music Office before their private music lesson using the electronic attendance system, and that the time when students departs is recorded.

4.2.5 The Co-curriculum staff are responsible for ensuring student attendance is recorded at training and fixture events.

4.2.6 Heads of House are responsible for advising Student Reception as soon as any student absence is known. Heads of House are responsible for making contact with parents following 2 sequential days absent with no explanation and/or 3 sequential days absent.

Please note: for the purposes of timetabling, some students (e.g. Year 12) are assigned independent private study periods. Students are required to report to the Library Circulation Desk at the beginning of the study period to have the roll marked.

4.3 Students

Students are responsible for:

- (a) attending School and remaining on campus from 8.20 am to 3.10pm every school day except where involved in School-approved activities or where permission for their absence has been requested by their parents and approved by the Principal (or authorised delegate)
- (b) attending each class at the nominated start time
- (c) notifying their teacher or Head of House if they are to be absent from class
- (d) providing a written explanation from their parent/guardian confirming their absence
- (e) working cooperatively with the School to improve attendance where attendance has been inconsistent or when returning from an extended absence

- (f) attending Student Reception for late arrivals and early departures
- (g) attending the Health Centre for illness that develops throughout the day.

4.4 Parents/Guardians

Parents/guardians are responsible for ensuring:

- (a) their contact and emergency contact details are correct
- (b) their daughter/s arrive to School safely and on time
- (c) the School is promptly notified if their daughter/s are unable to attend due to illness or other reasons, and providing formal explanation regarding their daughter/s' absence
- (d) the School is notified about a forthcoming extended absence and supporting their daughter/s' learning through these absences
- (e) working cooperatively with the School to develop and implement strategies when non-attendance is deemed unacceptable or when returning from an extended absence.

5 Review and monitoring

This policy shall be reviewed annually or in the event of any information, incident, legislative changes or organisational practice that would demonstrate the need for a review.

Document title	Attendance Policy (Students)	Author	Deputy Principal
Version	005.2011.3	Approval	Principal
Distribution	Minerva, Student Diary (extract)	Date	August 2024

6 Definitions

Student: A full-time student who is formally enrolled at and attending Brisbane Girls Grammar School

Roll Call: The reporting of the attendance or absence of each student at each timetabled class, or school activity, e.g. sport

Refer to 'Visiting Students Guidelines' regarding roll marking for students on campus during the school day who are not formally enrolled.

Refer to 'Excursion and Tour Policy' regarding roll marking for students completing School-approved activities.

Attendance Register: A comprehensive record of the attendance or absence of each student for each timetabled period of the school day, documenting reasons for absence where applicable and containing formal confirmation regarding that absence from parents.

7 Related documents

Education (General Provisions) Act 2006 (Qld)

Student Code of Behaviour



Appendix A: Spring Hill Campus Student Attendance Procedures

1 Roll-marking procedures

Academic staff (classroom including supply teachers and Library staff) should follow the below procedures when recording attendance:

1.1 House Group and Period 1

- (a) using the Rollcall facility in Teacher Kiosk (TK), teachers must mark each student either 'Present', 'Late for Class' or 'Absent from Class' for House Group and Period 1 by 9 am each day.
- (b) electronic rolls for House Group and Period 1 must be marked as above. Parents of students absent from School for House Group and Period 1, who have not notified the School, will be sent a message via mobile phone by Student Reception notifying of their daughters' absence as soon as practicable at approximately 9.30 am.
- (c) If a student arrives late to school, she is required to report to Student Reception. Parents are required to communicate the reason for lateness to Student Reception.
- (d) If a student needs to leave school early, she is required to report to Student Reception. Parents are required to communicate the reason for the early departure to Student Reception.

1.2 Periods 2 to 5

Using the Rollcall facility in TK, teachers should mark each student either 'Present', 'Late for Class', 'Left Class Early', or 'Absent from class' for Periods 2 to 5 within the period allocated for each lesson or by the end of the School day.

1.3 When electronic rolls not required

Electronic rolls are **not** required to be marked for some timetabled classes and a number of School events including, but not limited to:

- (a) interhouse events such as: Interhouse Swimming; Interhouse Cross Country;

Interhouse Athletics Carnival; and
Interhouse Choral Competition

- (b) Speech Day and Annual Distribution of Prizes
- (c) Year 10/11/12 Stand-down (exam period)
- (d) Outdoor Education Programs conducted at Marrapatta
- (e) whole cohort activities including, but not limited to, Year Level Assemblies and internal examinations
- (f) students will be identified in TK as attending these activities, but teachers are not required to mark/save these listings.

1.4 Absentee notes

House Group Teachers and Heads of House are responsible for forwarding absentee notes to Student Reception.

2 Early warning signs of developing absence patterns

Early intervention for students at risk of developing irregular patterns of attendance at School may help reverse these patterns. Early warning signs may include the following:

- (a) missing lessons during the school day
- (b) arriving late for school or classes
- (c) leaving school early
- (d) many days absent—either unexplained absences, or through illness or family reasons
- (e) absence on significant days eg exams or Interhouse activities
- (f) newly emerged learning difficulties
- (g) being the victim of bullying or harassment
- (h) difficulties transitioning from one school to another

- (i) health or other issues experienced by the student and/or family members.

3 Long-term absence due to illness or injury

Where a student is unable to attend School for an extended period of time due to injury or illness, the School will maintain ongoing communication with parents/guardians regarding curriculum activities and events. Where possible, the School will provide a modified School program to assist with recovery.

4 Attendance/absent due to significant risk

The School may ask a student to not attend due to risk to self or others. The School requires medical

clearance before resuming attendance, followed by a return to school meeting with psychologists.

Where a student is unable to attend due to illness, injury or non-school reasons, the School does not provide correspondence education.

5 Permission to remove Student during term time

Where parents/guardians wish to remove their daughter from class during term time for the purposes of leisure or non-school related activities, permission must be sought in writing from the Principal. It is expected that where possible, any appointments will be made outside of school hours so as not to disrupt the learning outcomes of students.

6 Examples of absenteeism and responses

Terms	Examples	Possible Responses
Chronic absenteeism	<p>Persistent or habitual absence or lateness</p> <p>Students with high levels of absences, variously defined as 10 per cent or higher</p> <p>Parents may provide explanations for absences, but these explanations may be considered unreasonable</p>	<p>Parents and family members play an important role in assisting students to integrate back into the School environment, and remain engaged in School. The School may :</p> <ul style="list-style-type: none"> advise parents of their legal obligations in relation to schooling remind parents of the importance of schooling and continuity in learning from the early years encourage parents to participate in parenting skills training (e.g. organisational skills) encourage the development of supportive networks with other parents (e.g. establish a parents' club) encourage parents to seek support from, and communicate regularly with, teachers and in particular with their daughter's Head of House and School Psychologists.

Terms	Examples	Possible Responses
School refusal	<p>A form of chronic absenteeism.</p> <p>Parents often aware of, but unable to address the absenteeism.</p> <p>Students who are almost completely unwilling or unable to attend school because of:</p> <ul style="list-style-type: none"> • past school experiences • psycho-social reasons related to clinical levels of anxiety • a developed habit of absence. 	<p>The School gathers information about the student and family to help understand the nature of and reasons for the absences.</p> <p>The School implements strategies to address issues like learning problems or bullying where appropriate.</p> <p>School support staff such as School Psychologist, Heads of House or School Nurse may be involved.</p> <p>Where appropriate, the School refers students and parents to relevant professionals (e.g. counsellors and psychologists) for programs appropriate to the student's needs.</p> <p>Solutions may require whole-of-government intervention and support, as for truancy (see below).</p>
Truancy	<p>Disengagement from school.</p> <p>May be accompanied by alienation from the school culture.</p> <p>Unexplained absences from school perhaps without the knowledge of parent/s.</p>	<p>Where the reasons for truancy pertain to aspects of the School (e.g. poor relationships with teachers), the School implements strategies to address these aspects.</p> <p>The School alone may not be able to address all of the needs of the student (e.g. domestic violence issues in the home environment, etc.). The School should work with the family and liaise with other agencies such as:</p> <ul style="list-style-type: none"> • Department of Child Safety • Department of Communities • Queensland Police Service Child Protection Investigation Unit • other relevant non-government organisations.



Appendix B: Marrapatta Campus Student Attendance Procedures

1 Purpose

Outdoor Education is an integral component of a Brisbane Girls Grammar School education. The School understands the important role Outdoor Education plays in the development of personal capabilities, and the ability to navigate social relationships.

The Outdoor Education experience is a sequential program undertaken by students in Years 7 to 9. With specialist staff support and guidance, girls are encouraged to embrace life-wide learning, encompassing personal, social and emotional development. This holistic program encourages students to engage with an open-mind, become flexible thinkers and adaptive in a variety of settings.

2 Student attendance expectations

All students at the School in Years 7 to 9 are required to participate in the Outdoor Education Program each year. Students in Year 10 may have the opportunity to attend an Outdoor Education Program in the role of Marrapatta Senior.

To ensure the best possible experience, the School has developed a pre-program briefing so that students can be prepared for their Outdoor Education Program. Students are required to attend and actively participate in all briefings regarding the Program, equipment list and any other specific details. If a briefing is missed it is the responsibility of the student to seek the information from Minerva.

The School is committed to providing Outdoor Education opportunities for all girls in Years 7 to 9, however, acknowledges that there might be special circumstances which may prevent this from occurring. Such examples might include:

- (a) illness—medical certification required
- (b) high level representative sporting clashes (upon approval by the Dean of Operations)

- (c) finals for competitions, for example QDU Debating, where the person cannot be substituted
- (d) family commitments (e.g. attending a funeral, religious events(e.g. Ramadan))
- (e) external Music/Dance exams that cannot be rescheduled
- (f) other significant event (as assessed by the Head of House).

If a student is aware of a potential commitment clash during their scheduled week on the Outdoor Education Program, they are advised to consult with their Head of House as soon as possible. Early disclosure of clashes of events will allow time for alternative arrangements to be made where possible.

Students are strongly encouraged to miss only the portion of the Outdoor Education Program that is affected by the clash by either arriving later to, or departing early from the Program.

3 Steps for managing students with clashes

Students are to inform their Head of House if a clash of events may prohibit them from attending Marrapatta with the understanding that the Outdoor Education Program, as a component of the School's curriculum, takes precedence over co-curricular activities. The Head of House will then:

- (a) gather information regarding the clash of events, asking questions such as:
 - what is the proposed clash? (does it fit one of the categories listed above?)
 - how important is the proposed clash? (e.g. training session vs. performance)
 - does the clash affect the whole week or only certain days?
 - is a parent able to drive the student to Marrapatta?

- (b) contact the Director of Outdoor Education to see if a late arrival or early departure is possible
- (c) notify Outdoor Education staff regarding the name of the student and the nature of the potential clash
- (d) investigate options in consultation with appropriate parties (e.g. Psychologist, Director of Sport, Director of Instrumental Music, Drama Coordinator etc.)
- (e) consult with the Dean of Students, as required
- (f) ensure notes are put on the student file regarding alteration to normal program, including any letters outlining permission for being driven
- (g) notify the Dean of Students and the Dean of Operations of final details of the absence and transport specifics
- (h) confirm final details with Outdoor Education staff.

4 Restrictions

On occasion, there may be specific restrictions that limit the Outdoor Education staff's ability to make particular alterations to a Program and meet specific times of arrival or departure. Outdoor Education staff need to consider a number of factors, including:

- (a) the stage of Program likely to be affected
- (b) how it impacts the group
- (c) how it affects safe participation
- (d) where the participants are likely to be at the proposed drop-off/pick-up time
- (e) what other logistics are occurring at the time (e.g. vehicle movements)
- (f) any skills sessions that have been missed
- (g) food or group gear that needs to be provided or collected
- (h) whether appropriate paperwork has been supplied to the Head of House. They will

record details on *the Program Items of Interest Form* when details are confirmed.

Additionally, because of the high level of duty of care which the School owes to students and its teachers on Outdoor Education Programs, the School reserves the right at its absolute discretion, to exclude any student from attending an Outdoor Education Program for any reasonable reason.

The School may require a student to undertake medical assessment to determine whether her attendance on the scheduled Outdoor Education Program is in her best interests. If the student does not undertake the requested medical assessment, or if such medical assessment concludes that the student's attendance on the Outdoor Education Program is not in her best interests or the best interests of any of the other students or staff attending the Outdoor Education Program, the student may be excluded from attending.

5 Non-attendance

If a student is unable to attend their scheduled Outdoor Education Program, they will be marked as 'absent from School'. The School does not provide class alternatives at the Spring Hill Campus, therefore, supervision is the responsibility of the parents or guardians for the duration of the Outdoor Education Program. The following process should be undertaken if a student is ill:

- (a) parent to call the Student Absentee Line informing of their daughter's illness and that they were to attend (and, if possible the likelihood of being able to join the class later should it be appropriate)
- (b) Head of House or Health Centre to follow-up for details and alternative arrangements
- (c) medical certificate is required for absences of three days or more.

6 Marrapatta Seniors

Year 10 students may elect to be considered for the role of Marrapatta Senior. This role requires students to adopt a leading, mentoring role to help support and encourage younger students in their Outdoor Education Program.

Students are selected according to the following criteria:

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| <ul style="list-style-type: none"> (a) their attendance at previous Outdoor Education Programs (b) participation and behaviour (c) participation in the Duke of Edinburgh's Award is considered favourably but is not essential | <ul style="list-style-type: none"> (d) application submission (e) participation in a training weekend (f) other school commitments (exams and other curriculum requirements such as excursions). |
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7 Contact information

Position	Phone	Extension No.
School Emergency Phone—24/7	0408 001 150	
Director of Outdoor Education	0429 988 115	
Marrapatta Office	07 5484 5433	
Main Campus Reception	07 3332 1300	444
Registered Nurse/Health Centre	07 3332 1337 / 0408 061 038	337 / 394
Facilities Manager/HSA	07 3332 1398 / 0409 645 130	398
Student Reception	07 3332 1330	330
Student Absentee Line	07 3332 1333	