



Pacific Pines State High School Attendance Policy

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Attendance Policy

Parents of children of **Compulsory School Age** have a legal obligation to ensure that their children are enrolled in school and attend for every day of the educational program in which they are enrolled.

Compulsory School Age means the child is less than sixteen years of age or completes Year 10, whichever is sooner.

There are instances where compulsory attendance obligations do not apply. Some examples:

- a child who is suspended from a state school at which the child is enrolled
- a child who, for not more than ten consecutive school days, is too ill to attend the state school or non-state school at which they are enrolled
- a child who is prevented from attending school because of a direction, declaration, order or requirement made under an Act or other law about an infectious or contagious disease
- an exemption has been granted by the school or region.

Parents of students in the **Compulsory Participation Phase** have a legal obligation to ensure that these students participate full-time in an eligible option. A young person's **Compulsory Participation Phase** starts when the person stops being of compulsory school age (i.e., turns sixteen or completes Year 10 whichever comes first) and ends when a person:

- gains a senior certificate, certificate III or certificate IV; or
- has participated in eligible options for two years after the person has stopped being of compulsory school age; or turns 17 years.
- the young person is in paid employment for at least 25 hours a week and the employer can verify this.

Where parents of a child of **compulsory school age** or a student in the **compulsory participation phase** persist in their failure to enrol their child in school or an eligible option, or to ensure that the child's attendance or participation even after formal processes have been implemented, prosecution of the parent for failing to comply with the compulsory schooling or compulsory participation obligations may be recommended.

Exemptions From Compulsory Schooling and Compulsory Participation

Parents/carers can apply for an **exemption from compulsory schooling**, if, for a period of more than ten consecutive school days, their child cannot attend a school, or it would be unreasonable in the circumstances to require the child to attend school.

An exemption from compulsory schooling is not required for a student to undertake a recognised apprenticeship or traineeship. However, a student at compulsory school age would require an exemption to undertake other employment during the time when the student would usually participate in their education program.

Parents/carers can apply for an **exemption from compulsory participation** if, for a period of more than ten consecutive school days, the young person cannot participate in any eligible option, or it would be unreasonable to require the young person to participate in any eligible option. **Exemptions less than a year** need to be authorised by the Principal and those for more than a year need to be authorised by the School Supervisor.

Flexible Arrangements

A flexible arrangement allows for all, or part of a student's educational program delivered by another education provider. The other educational provider could be a TAFE college, a private tutor, a provider of vocational education and training, a registered training organisation or a community organisation that offers special training programs for children and young people.



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A student with a flexible arrangement remains enrolled at the school while an alternative educational provider delivers all or part of the student's educational program for the period of the arrangement.

The intent of a flexible arrangement is to enable a student to participate in education and training at a level equivalent to full-time participation at school.

Attendance Monitoring Procedures

Absence Parent Responsibility

All students are expected to attend school every day in accordance with the Education (General Provisions) Act 2006, but we realise that occasionally this is not achievable.

Where possible, the Parent/Guardian should notify the school of the reason for their student's absence on the day of the absence prior to their first period (8.45 am Mon – Fri).

The preferred method of reporting absences is via email: studentabsence@pacificpinesshs.eq.edu.au

Email: studentabsence@pacificpinesshs.eq.edu.au provide name, year level, date and reason for absence.

Daymap: Open app, select Absence Notifications This function allows you to notify a student's absence from school. It enables the selection of the relevant student(s), the reason for absence, the date, and any additional notes or necessary attachments, such as a medical certificate.

Phone: (07) 5502 5180 and press 1 to report an absence. Provide student name, year level, date, and reason for absence.

School Responsibility

The school attendance record is one of the most valuable data sources available for the early detection of students experiencing personal, social, and educational difficulties at school, and therefore needs to be accurate. Consistent attendance at school is a significant factor in achieving better academic and social outcomes. New concepts and skills are taught and reinforced each day by the teachers. Therefore, it is a whole school responsibility to ensure daily attendance monitoring procedures are followed and students not attending are followed up on a regular basis.

Procedures for Late Arrivals

- Students **MUST** report to their respective student services if they arrive to school later than 9am. They will receive a late slip. If a student does not have a late slip from student services, teachers send the student to their student services so that their late arrival can be recorded
- Teachers **Do NOT** allow any student to enter their classroom late without printed / written confirmation from their previous teacher or student services
- If a student is late to Homebase (before 9am); they still go to this Homebase class and teachers will sign them in late.
- If a student is late and is not explained by a parent or guardian by 12:30pm that day, the student will receive a detention.

Procedures for Early Departures

- Students may only leave the school early for good reason.
- Students wishing to depart early must report to their respective student services at the beginning of the school day with a letter/text/phone call of permission from their parent / carer.





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- The student will then be issued an early leave slip.
- The student must show the class teacher the early leave slip before leaving their class.
- The student returns to Student Services to sign out.
- Teachers DO NOT allow students to leave early without presenting an early leave request or record of contact from Parent/Carer.

Truancy Policy

Chronic absenteeism is a persistent or habitual absence or lateness where parent/carers explanations (when there are any) may be considered inadequate.

School Refusal is a form of chronic absenteeism. Parent/carers are aware of the absenteeism but are unable to address it. This form of absenteeism may result from past school experiences, psychosocial reasons (e.g., clinical levels of anxiety) or a developed habit of absence.

Chronic absenteeism and school refusal are managed at HOD Student Engagement and Success, Director and Guidance Officer level via departmental policy and procedures.

It may be accompanied by alienation from the school culture and may involve absence that is not known by parent/carers.

Students truanting are identified through:

- Daymap roll marking
- Staff - students arriving/leaving part way through a lesson
- Parent - unexplained absences that parents cannot verify; are deemed to be truancy.

Inactive Status

Students may have their status changed to Inactive, if after 15 days of unexplained absence, there has been no contact with parents/guardians.

Recommended actions for repeat truant offenders

1. Detention after each instance; completed either during lunch or after school (dependant on the phase).
2. Internal suspension.
3. If truanting continues regardless of continued support, then this will be considered defiance, and the consequence will elevate to external suspension.
4. Formal enforcement of attendance process after ten unexplained absences (school days) or cancellation of enrolment for Senior students to begin.





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