



Attendance Policy

Student Attendance at School – Target 95%

Our school follows the Education Queensland *Roll Marking in Schools Policy*. Parents and carers of children of compulsory school age are legally required to ensure their child is enrolled and attending school or participating in an approved option.

High attendance is essential to student success. Regular attendance gives students the best opportunities to learn, feel supported and engage in the full life of Boronia Heights State School. Parents and carers at our school take this responsibility seriously, and attendance is closely monitored, recorded, encouraged and supported. Overall attendance at our school is consistently high.

We encourage and expect optimal attendance. Students may be acknowledged for strong attendance. Students with genuine barriers, such as chronic illness, are supported and not excluded from non-curriculum activities.

All absences must be reported daily, with an explanation provided by parents or carers. Unexplained absences must not accumulate.

Accurate roll marking is essential for student safety and our duty of care. Rolls are marked twice daily—morning and afternoon. Parents and carers will receive an SMS if their child is marked absent in the morning. A reply to the SMS records your explanation. Students arriving after 9.00 must report to the office for a late slip.

We rely on your support to maintain strong attendance. You can assist by:

- Notifying us as soon as possible when your child is absent
- Limiting absences only to those that are necessary
- Avoiding holidays during school term time
- Responding promptly to SMS absence notifications
- Sending a note within two days of your child's return if you haven't already contacted the school
- Ensuring your phone number and email address are kept up to date.
- To update details, call **07 3802 6333** during office hours.



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Exemptions from Compulsory Schooling and Participation

An exemption may be approved by the principal when a child cannot attend school for more than 10 consecutive school days, or when attendance would be unreasonable in the circumstances.

Common reasons for exemption include:

- Chronic illness
- Family upheaval
- Cultural or religious obligations

When an exemption is granted, parents are excused from their legal obligation for their child to attend school or participate in an eligible option. The principal:

- must receive sufficient evidence to support the application
- must be satisfied the exemption is in the child's best interests
- may grant an exemption for up to 12 months
- may recommend alternative learning options

Applying for an Exemption

Discuss your situation with the school, who will provide an Application for Exemption form. Supporting documentation must be attached. You will receive written notification once a decision has been made. If you disagree with the decision, you may request a review.

For more information, visit the [Department of Education website](#).