



Student Attendance Policy (including Temporary Relocation)

Policy Aim:	To provide clarity with respect to student attendance at the Moreton Bay Colleges.
Scope and Responsibilities:	<p>Heads of College</p> <p>MBC: Head of College (Secondary), Head of Primary</p> <p>MBBC: Head of Middle and Senior School, Head of Primary</p>
Board Approval:	Not Required
Background information:	<p>Absence:</p> <p>Whilst the Colleges understand that absences are at times unavoidable, by law, students in the compulsory years of schooling are required to be in attendance during term time. Any exceptions to this must be made in writing to the appropriate Head of College or their delegate.</p> <p>Temporary Relocation:</p> <p>Due to factors such as an increasing global economy, the Colleges are experiencing temporary movement by families overseas, interstate or intrastate for work or family reasons. Families often want their children to return to the College when they settle back into Brisbane however the date of re-entry is often unknown. It is difficult for the Colleges to guarantee the availability of places in cases when year levels are full, there are waiting lists for those year levels and school income is reliant on all places being filled.</p>
Definitions:	<ol style="list-style-type: none"> 1. Short-term Absence: A period of absence for part of a day up to two days. 2. Extended Absence: A period of absence of three days or longer for reasons other than illness or extraordinary circumstances, eg family holidays. 3. Extraordinary Circumstances: unexpected situations beyond reasonable control of the family, eg family trauma, bereavement, events of cultural significance. 4. Term Time: All scheduled student days as published on the College website and College calendar. This includes any events where there is an expectation of student attendance, eg Orientation events, Meet & Greet (Primary) and other special events. 5. Temporary Relocation: Relocation for work or family. Children may attend school elsewhere (outside of Brisbane) while relocated; however, the family has indicated a desire to return to the respective College.



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<p>Policy:</p>	<p>Absence:</p> <p>Absences during term time may be approved only in exceptional circumstances. Absence without prior agreement of the College is in breach of the Colleges' <i>Enrolment Policy</i>.</p> <p>Temporary Relocation:</p> <p>Any family wishing to hold a place in the circumstances of temporary relocation are required to pay the respective College the normal fixed school fee component for the period of the absence. The fee should be paid to the relevant College each semester in advance and normal notice periods for withdrawal of enrolment will apply.</p> <p>Note that students returning in Years 11 or 12 after absence due to temporary relocation need to meet QCAA course coverage and mandated assessment guidelines where they are not in attendance for part of a semester.</p>
<p>Related Documentation:</p>	<p><i>MBC/MBBC Procedures for Student Attendance (including Temporary Relocation)</i></p>
<p>Legislation Applicable:</p>	<p>The Queensland Government's Education Policy which states that:</p> <p><i>"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. Parents of students in the post compulsory phase have a legal obligation to ensure that these students participate full-time in an eligible option"</i></p> <p>http://education.qld.gov.au</p> <p>The Queensland Curriculum and Assessment Authority (QCAA) which states:</p> <p><i>"To receive a Senior Education Profile, a student must have finished senior secondary education. 'Finishing' senior secondary education is defined as 'attending school in the Year 12 year of schooling up to and including the finishing day for the year'."</i></p> <p>http://www.qcaa/qld.edu.au/14970.html</p>



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DOCUMENT CONTROL INFORMATION

Document Status

The current status of this document is shown below.

Policy	Student Attendance (including Temporary Relocation)
Version	2
Issue Date	
Owner	MBC/MBBC Heads of College
Confidentiality	

Document History

The history of changes made to this document is shown below. The most recent changes are listed first.

Version	Date	Summary of Changes
2.0	02/03/2015	Removal of categories for temporary relocation.
1.8	26/02/2015	Incorporation of the Student Temporary Departure Policy into one document.
1.7	10/02/2015	Clarification of Extended Absence definition – three days or longer Clarification of Term Time events to align with MBBC events
1.6	23/07/2014	QCAA Definition added (HoT&L, HoStudents)
1.5	June 2014	Review by MBC/MBBC Executive; Principal. To be joint Policy.
1.4	May 2014	Review by SLT and document updated
1.1 – 1.3	April – May 2014	Review and changes by MBC Principal, HOC/HOS, HOSStudents, HoT&L , HOP, DHOP
1.0	23/03/14	New Policy and Procedures for Extended Absence During Term Time (proposal to MBC HOP/HoT&L)

Approval

This document has been approved for publishing by:

Reviewed by	MBC SLT
Authorised by	MBC-MBBC Executive (MEV, Principal)

Distribution

Controlled paper copies of this document are distributed as follows:

No.	Issued To
1.6	HOP, HoT&L, HoStudents 23/07/14
1.7	HOP
1.8	MBC/MBBC Executive
1.9	MBC/MBBC Executive

Office use Only

Version:	2.0
Revision Date:	02/03/2015
Document Owner:	MBC Head of College Personal Assistant