

## Indooroopilly

---

### Definitions

Compulsory school age: A child is considered to be of compulsory school age from 6 years and 6 months until they turn 16, or they complete Year 10 (whichever comes first).

### Policy Statement

Students of compulsory school age resident in Queensland are required to attend school on every school day for the educational program in which he/she is enrolled, unless they are registered to receive home education, are excluded from attending school, or for whom an arrangement has been made for the child to become an apprentice or trainee under the VETE Act (s204).

Thus all students at St Peters Lutheran College must be in attendance at school for the entire school term as set out in the College Calendar, unless participating in an activity approved by the relevant Head of Sub-school (including but not limited to work experience, school-based apprenticeships and traineeships, sporting events). Where special circumstances exist an exception may be sought. This will be at the discretion of the Head of College or delegate. Refer to the Special Consideration Policy for more information.

Students are required to be in attendance by the specified start time each day and to attend assemblies, lessons, Ironbark (Year 9 students only) and Chapel as timetabled. Parents are requested to note that day students should not be at College outside scheduled school hours unless attending a cocurricular activity.

Planned absences must be notified to the Head of Sub-school in writing prior to the student's absence. Parents are requested not to schedule appointments on days that are deemed full school compulsory attendance such as house events. The College has a duty of care to contact a student's parent/guardian and establish the whereabouts of a student during any unexplained absence.

During school hours no student may leave the school grounds without permission.

The College recognises the importance of a robust process to account for the presence of students at the College, whilst on College excursions and at College events where student attendance is required. St Peters will regularly assess the attendance of all students and deal with inappropriate absence as required.

### Further information for overseas students studying on a 500 visa

Overseas students studying on a visa are required to be in attendance at school from the first gazetted day of the school year to the last gazetted day of the school year. Overseas students in boarding at St Peters will need to reside in the boarding house until the last gazetted day of the school year, even if their studies have been completed for the year, unless in the care of their parents.

Students must remain enrolled in a full-time registered course.

In order to comply with the National Code of Practice for Providers of Education and Training to Overseas Students, St Peters will require overseas students to achieve a minimum attendance of 80% attendance (study days x contact hours x 20%) over the study period (one semester).

St Peters will monitor student attendance on a regular basis, and as a proactive measure will advise students and parents if possible when attendance drops below 90% in a term.

Students not achieving 80% attendance over the reporting period will be reported to the Department of Home Affairs. The School notifies the student in writing of its intention to report, and advises there are 20 working days to access the School's complaints and appeals process (refer to the [Complaints Policy and Procedure](#) for more information).

The only exception to this is if St Peters deems that compassionate and compelling grounds exist, including:

- serious illness, where a medical certificate states that the student was unable to attend classes;
- bereavement of close family members such as parents or grandparents (with evidence of a death certificate if possible);
- major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies;
- a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports);
- where the school was unable to offer a pre-requisite unit; and
- inability to begin studying on the course commencement date due to delay in receiving a student visa.

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress throughout a course.

Students or parents would need to submit documentary evidence demonstrating that compassionate or compelling circumstances apply; e.g. circumstances beyond the control of the student that have an impact on the student's progress throughout a course. A minimum of at least 70% attendance (study days x contact hours x 30%) over the study period must be achieved.