ATTENDANCE POLICY
Attendance Policy

Rationale

Woree State High School recognises that, for students to achieve high quality results, they must attend every class, every school day including sporting days and special events up to and including the last day of school.

Each parent/guardian/carer of a child who is of compulsory school age must ensure that the child is enrolled and attends school on every school day for the education program in which the child is enrolled unless the parent has a reasonable excuse. A parent of a young person in the compulsory participation phase must ensure the young person is participating in full-time in an eligible option, unless the parent has a reasonable excuse.

Purpose

The purpose of this document is to define the procedures for the Woree State High School community regarding student attendance.

Relevance to Related Legislation and DETE Policy

LEGISLATION
- Education (General Provisions) Act 2006
- Education (General Provisions) Regulation 2006

RELEVANT POLICY
- Managing Student Absences and Enforcing Enrolment and Attendance in State Schools
- Roll Marking in State Schools
- Exemptions from Compulsory Schooling and Compulsory Participation
- Flexible Arrangements for School Students
Every day counts at Woree...

"It is our mission to ensure that EVERY STUDENT is attending EVERY LESSON, of EVERY SCHOOL DAY"— Bruce Houghton, Principal.

The following are some examples of reasons that are not reasonable excuses for lateness or absences:

- The student or parents slept in
- Caught a late bus or other transport to school
- Was completing an assignment at home
- Had friends or relatives visiting
- General "family matters"
- Medical or dental appointments without supporting documents
- Other appointments*
- Sleeping over at another place the night before school
- On holiday or vacation during the school term*
- Escorting siblings to school or class*
- Attending sporting events not endorsed by the school*
- Attending an event not endorsed by the school*
- Keeping a student away from school due to an alleged incident that occurred at the school
- The student is refusing to come to school

(Note: *Without the Principal’s prior approval)

Note: Even if a student presents a signed note to the school citing any of the above reasons, the student will still be recorded as having an ‘unauthorized late/absence’

At Woree State High School, the following reasons are considered reasonable excuses for lateness or absences:

- Illness (more than 2 consecutive days requires a medical certificate)
- Medical appointment(s) with supporting documentation
- Medical emergency in the family
- Death in the family
- Suspension initiated by the school
- Family holidays*
- Specific "family matters"*
- Attending an event endorsed by the school or with the prior approval of the Principal

(Note: *With the Principal’s prior approval)

Did you know?

- In Queensland, 9 out of 10 students go to school EVERY day.
- Missing just 1 day from school every fortnight, your child will miss out on more than a year of learning over 12 years of school.
- It is THE LAW for your child to be at school all day, EVERY DAY of the school year.

REPORT YOUR CHILD’S ABSENCE BY:
Calling the school on 4081 5240
Email: absences@woreeshs.eq.edu.au

What Can You Do To Help?
You can help the school meet its goal of 100% attendance by:

- Ensuring your child is at school by 8:45am every morning
- Don’t schedule appointments during school hours
- Make sure your child is getting sufficient sleep the night before school
- Help your child understand the importance of being at school every day.
**Operation of the Policy**

**LEGAL EXPECTATION OF ATTENDANCE**

1. Under the law, “Each parent of a child of compulsory school age (i.e. under 16 years old) must – ensure the child is enrolled at a … school; and ensure the child attends…school, on every school day…unless the parent has a reasonable excuse” [Education (General Provisions) Act 2006. Chapter 9 Compulsory schooling. Part 1 Compulsory schooling requirement. Division 1 Parents obligations. Section 176 Obligation of each parent. Subsection (1)]

2. Under the law a “reasonable excuse” for a parent not ensuring their child is enrolled and attending school is:
   a. the child is living with another parent who ensures the child is attending school
   b. the “parent is not reasonable able to control the child’s behaviour to the extent necessary to” ensure the child is attending school

**PRINCIPAL AUTHORISED LEAVE**

The Principal authorises the following reasons for a student not attending a school day:

- Illness (more than 2 consecutive days requires a medical certificate)
- Medical appointment(s) with supporting documentation
- Medical emergency in the family
- Death in the family
- Suspension initiated by the school
- Family holidays with prior approval from the Principal
- Specific “family matters” with prior approval from the Principal
- Attending an event endorsed by the school or with the prior approval of the Principal.

**WHEN A STUDENT IS NOT ATTENDING “EVERY SCHOOL DAY”**

Section 178 of the Education Act states if a child who is of compulsory age is not enrolled or not attending the school on every school day, the Principal may give the parent a written notice of the parents obligations to send their child to school every day (according to s.176). The Principal may also meet with the parent to discuss their obligation.

If the Principal has taken reasonable steps to meet with the parent to discuss the student’s absence and a meeting doesn’t eventuate, the Principal may issue a warning notice. (s.178 (4))

If the parent has met with the Principal or has been issued with a warning notice and the child is still not attending every school day, the Principal may proceed with issuing an offence against the parent. (s.179)

**THE RESPONSIBILITIES OF THE PRINCIPAL ARE:**

1. implement strategies for roll-marking, monitoring absences, identifying trends in non-attendance, following-up unexplained absences and improving overall attendance.
2. take reasonable steps to follow-up unexplained absences as soon as possible, but within three days of absence
3. inform parents of their legal obligations about attendance
4. commence processes towards prosecution for poor attendance, if necessary
5. approve flexible arrangements if they are in the child’s best educational interests.
6. continue to work with regions and other local resources to engage with the student and their family with the aim of returning the student to school
GENERAL INFORMATION

When a student is absent from school for any reason, Parents/Guardians/Carers are required to supply information to document the absence. This can be done:

- In the form of a handwritten signed note
- An email to the absence@woreeshs.eq.edu.au
- A phone call to the Student Absence Line (40815 260) where a message can be left

Absences are recorded in one of the two following government categories on OneSchool:
1. Explained – reason has been provided
2. Unexplained – no reason given

If a student has longer extended absences without explanation, the school will make personal contact with the Parents/Guardians/Carers to discuss the issue further.

STUDENT IS LATE TO SCHOOL - Students who attend late for the start of the school day:

Students, who arrive after 9.05am, should go directly to the Student Attendance Officer located in the Administration Building to sign in. They should have with them

- a handwritten signed note to explain the reason for being late OR
- the Parents/Guardians/Carers may have already
  - sent an email to the absence@woreeshs.eq.edu.au
  - left a message on the Student Absence Line (40815 260)

If no ‘reasonable excuse’ is provided, Student Attendance Officer will:

- give a 2nd Lunch or After School detention slip to the student
- provide the student with a Late Slip and the student will then go to their classes.

STUDENT IS LATE TO CLASS

A student who has been at a legitimate activity that has made them late to a class should ask the supervisor of the activity to complete their School Planner page which indicates the:

- teacher name
- teacher signature
- time left

Students who are late between classes or after breaks (without a acceptable reason) will be asked by their class teacher to go to the Student Attendance Officer who will:

- give a 2nd Lunch or After School detention slip to the student
- provide the student with a Late Slip and the student will then return to their class.

STUDENT IS SIGNING OUT OF SCHOOL EARLY

When a student is required to sign out from school early for any reason, parents are required to supply information to document the absence. (as outlined above)

If leaving during a class time, the student is required to show the note from their Parents/Guardians/Carers to the class teacher at the start of the lesson. The student is then required to take the note to the Student Attendance Officer and complete the signing out process.

The student will be issued with an authorized absence pass and is able to leave the school grounds.

STUDENT IS ABSENT FROM SCHOOL FOR THE WHOLE DAY

Upon return to school, after an unexplained absence, the student supplies a note of explanation to the Student Attendance Officer located in the Administration Building.

If your Parents/Guardians/Carers have contacted the school to explain your absence via

- An email to the absence@woreeshs.eq.edu.au
A phone call to the Student Absence Line (40815 260) where a message has been left this information will already be recorded on OneSchool.

EXTENDED ABSENCES

Parents/Guardians/Carers should contact the Head of Junior School (Years 7-9) or Head of Senior School (Years 10-12) at least 2 weeks in advance to inform the school of any planned extended absences involving your student. An Extended Student Absence Notification form will be provided to the student so as to obtain work from each individual class teacher.

If the extended absence is unplanned, please make contact with the school as soon as you are able.

If the absence is 10 or more days, the parents are required to submit the Application for Exemption form for less than one school year.

If the absence is greater than one school year or more, exemption is submitted to the Regional Director. The parent is required to provide supporting documentation.

Parents indicate the reason for the absence and discuss any assessment and learning needs your student may have whilst they are absent.

The student will then be asked to make contact with Head of Junior School (Years 7-9) or Head of Senior School (Years 10-12) to obtain an Application for Exemption form. The Head of Junior School (Years 7-9) or Head of Senior School (Years 10-12) will explain to the student how to complete the form.

ATTENDANCE AT SPORTING EVENTS or SPECIAL EVENTS

It is an expectation that all students will attend sports days or special event days as normal. These events are considered as valuable as regular teaching and learning days as they offer the chance for staff, students and community to build school spirit, give school leaders a chance to lead tasks, develop an opportunity to volunteer for students and adults alike, as well as develop respectful relationships which are all valuable life skills.

If students are not directly involved in the sports or special event on offer they may still be offered the opportunity to attend regular timetable classes or participate in other activities organized by the school.

More details regarding the organization and arrangements for particular events is offered to students via

- Morning notices
- Full School and Year Level Parades
- School Website
- School Newsletter
- Rigg Street sign

Most sporting opportunities will target students who are particularly interested in trialing for further representative teams and may be offered on a nomination basis only. These events will not impact the whole school and will be attended only by those students who have nominated prior to the event and have been successful with their form Application to Represent the School. The Sports Co-ordinator will assist and explain the process to the student.

Students who do not attend these days are expected to follow the process for absence from school for a whole day (as above)

ACKNOWLEDGING ATTENDANCE

Each week, on year level parades the Year 7-12 Student Support Services Officer will acknowledge each form class attendance rate

Once a term, the Head of Junior School (Years 7-9) or Head of Senior School (Years 10-12) will acknowledge the overall school attendance targets in the Woree HIGHLIGHTS.
At the end of each semester, students who have achieved the attendance target of 95% or better are rewarded with a certificate generated from OneSchool. The Head of Junior School (Years 7-9) or Head of Senior School (Years 10-12) will present these certificates on school parade.

A student with 95% attendance for each semester will go into a draw for a gift voucher to the value of $100 sponsored by the P& C Association.

Included in the mailing with Semester One and Semester Two Report Cards will be a letter from the Principal that indicates the student’s individual attendance rate for that semester for parents.

**Documentation**

a) 2016-2019 Woree State High School Responsible Behaviour Plan for Students
b) Flowchart – Late to School…Late to Class
c) Flowchart – Truancy Action Plan
d) Flowchart – Monitoring Student Absences 3, 5, 7 Days
e) Flowchart – More than 7 Consecutive unauthorised or unexplained absences or falls below 90% attendance
f) Extended Student Absence Notification form
g) Application to Represent the School form
h) Information to parents and students – Exemptions from Compulsory Schooling and Compulsory Participation
i) Application for exemption for a child or young person enrolled in a Queensland state school
j) Information about Flexible Arrangements for parents and students
k) Flexible Arrangement: Assessment, Plan and Agreement
Purpose: To outline the process if a student is "late to school" or "late to class".

Student arrives after FORM CLASS and is LATE TO SCHOOL:
- Student signs in with STUDENT ATTENDANCE OFFICER (SAO).
- Student has "NOTE from Parent" orparent has phoned absent?
  - Student signs in with "NOTE from Parent" and student goes to next scheduled lesson.
  - SAO: Issue student with "LATE NOTE" and student goes to next scheduled lesson.

Student arrives LATE TO CLASS WITHOUT substantiated reason:
- CLASS TEACHER directs student to STUDENT ATTENDANCE OFFICER (SAO).
- SAO:
  1. Advise student of "Lunchtime Detention @ 1st break.
  2. Issue "LATE NOTE" and student goes to next scheduled lesson.

SAO notifies HOD - As per District School 55, HOD writes notes to parents via phone or in writing and consequences are applied as SDA.

Student completes "Lunch Detention"?
- No further action.
- Yes?
  - RESPONSIBLE BEHAVIOUR OFFICER issues 2nd LUNCH DETENTION to student (personally).

Student completes "After Class Detention"?
- No?
  - HOD notifies HOD - As per District School 55, HOD writes notes to parents via phone that student is at risk of SDA.
  - No further action.
  - Yes?
  - HOD notifies HOD - As per District School 55, HOD writes notes to student and parent of "After School Detention".
**Truancy Action Plan**

**PURPOSE:** Outline process if student truants for 1 lesson/½ day or full day

**STAGE ONE: IDENTIFICATION**
- Class teacher completes daily rolls on OneSchool
- Sign in/sign out process with Student Attendance Officer (SAO)
- Sick bay process – SAO
- Other – student sighted off grounds

**STAGE TWO: VERIFICATION**
- Student Attendance Officer (SAO)
  - checks for anomalies
  - confirms truancy
    - 1 lesson
    - ½ day
    - Full day

**STAGE THREE: ACTION**
- Single lesson
  - CLASS TEACHER issues consequence eg lunch detention
- EXTENDED ABSENCES
  - Referred to HOD S45 who will allocate Student Support Services TEAM Member to 'case manage'
- ½ or full day
  - MOD S45:
    - notifies parent via phone and letter
    - issues After School Detention

**STAGE FOUR: FURTHER ACTION**
- RBO notifies HOD S45
  - notifies parent via phone that student is at risk of SDA

**STAGE FIVE:**
- RBO notifies MOD S45
  - notifies parent via phone of non-compliance
  - Interview meeting set up
  - Consequence applied i.e SDA

**EVERY DAY COUNTS**

*Every Day Counts* is a statewide initiative addressing the issue of student attendance and utmost importance is placed on this at **Woree State High School**.

The initiative is designed to change parent, community and student attitudes to school attendance. It requires the support of both parents and the community if student attendance is to be successfully addressed.

*Every Day Counts* promotes four key messages at **Woree State High School**:

- All children should be enrolled at school and attend on every school day
- Schools should monitor, communicate and implement strategies to improve regular school attendance
- Truancy can place a student in unsafe situations and impact on their future employability and life choices
- Attendance at school is the responsibility of everyone in the community.
**Student is absent for a day**

**PURPOSE:** To outline responsibilities of a Form Teacher, SSSO and SAO when a student is absent for 1, 3, 5, 7 consecutive days.

1. **Student is absent for 1 day**
   - Form Teacher calls parent to ascertain why the student is absent
   - Form Teacher enters comment on OneSchool and refers to SAO and SSSO

2. **Student is absent for 3 consecutive days**
   - Year 7-12 Student Support Services Officer calls parent to ascertain why the student is absent
   - Year 7-12 SSSO enters a comment on OneSchool and refers to SAO and DPSS
   - Upon student’s return, the Form Teacher requests notes/documentation from student and passes to SAO

3. **Student is absent for 5 consecutive days**
   - Student Attendance Officer (SAO) calls parents to ascertain why the student is absent
   - SAO enters a comment on OneSchool and refers to DPSS and Principal

**VERSION:** 1
Student under 16 years & > 7 days consecutive or falls below 90% attendance

PURPOSE: To outline the procedure for a student younger than 15 years old and has more than seven consecutive unauthorised or unexplained absence, or falls below 90% attendance.

- Student Attendance Officer (SAO) secures data from Executive Secretary for the Principal to meet with the parent.
- SAO fills out a Form 4 Letter as per EO PPR for the Principal to sign.
- SAO sends letter via registered and regular mail.
- Did the parent attend an interview?
  - Yes
    - Did the student's attendance improve?
      - Yes
        - SAO fills out a Suspension Letter to the Principal to submit to the Director General.
      - No
        - Continue monitoring student's attendance.
  - No
    - Did the parent be issued with a Form 4 Letter?
      - Yes
        - SAO contacts parent.
      - No
        - Student's absent for 7 consecutive days.

Continue monitoring student's attendance.
WOREE STATE HIGH SCHOOL
Extended Student Absence Notification

Dear Teacher,

We have received advice regarding an extended absence from school by…

Please talk with this student about the time they will be away and indicate any arrangements they may need to make before they go into isolation to their work. In general, the teacher should consult:

- Any support materials they may need to address the effect of absence on learning
- Any planning adjustments that may need to be made to support the effort of absence to learning

Should “Special Consideration” (Years 11/12) be considered?

The student should make contact with all of their teachers and take this form home with them once completed to advise their arrangements made.

Teachers may contact me if they feel they need to discuss the effects of absence with the parent further.

Information may be communicated to students via their MIS school email account or via the email account for the parent entered on CleoSchool.

PLEASE NOTE: Absence Durations defined as:
- SHORT – 1 week or less. Teachers may consider evidence already collected to form decision on assessment.
- MEDIUM – 1 to 2 weeks. Consideration needs to be given to the timing of the assessment piece and the absence in relation to the assessment cycle.
- LONG – 3 weeks or more. Consideration should be given as to whether there will be sufficient evidence to make valid judgments at the end of the course of study.

Subject | Teacher/Evaluator | Amendments for class work/assessment to be submitted by subject
--- | --- | ---
English | Teacher is… | …
Mathematics | Teacher is… | …

Form 1

I am ensuring this student attend as…

Teacher Signature

Student Name:

Support Officer

Student Name:

Attendance Officer

Student Name:

Executive

Student Name:

Parent/Carer Signature

Date (a) ___/___/___ 2015 to ___/___/___ 2015

Time: _____ am - _____ pm

Opening Date/Time: ___/___/___

Closing Date/Time: ___/___/___
Exemptions from Compulsory Schooling and Compulsory Participation

Information for Parents and Students

What is an exemption and why do I need it?
Every parent of a child of compulsory school age or a young person in the compulsory participation phase has a legal obligation to ensure their child is enrolled and attending school or participating in an eligible option.

Parents can apply for an exemption from this obligation when their child cannot attend or it would be unreasonable in all the circumstances for their child to attend school or participate in an eligible option for a period of more than 10 consecutive school days.

Situations where an application for an exemption may be made include:

- Illness
- Family reasons
- Cultural or religious reasons

If your child is exempted from compulsory schooling, you are excused from your obligation in relation to compulsory schooling or compulsory participation.

The school principal is not responsible for providing an educational program to your child, however they may provide advice on other educational options available.

Who decides to grant or not grant an exemption?

- For state school students:
  Decisions about exemptions are made by the principal of the school the student attends.

- For non-state school students:
  Non-state school principals have the authority to approve exemptions of up to and including 110 school days in a calendar year that do not cause the total period of exemptions granted in the year to exceed 110 school days.

  Any exemption application for a period of more than 110 school days or that would cause the total period of exemptions granted in a year to exceed 110 school days is decided by the Manager, Office of Non-state Education.

- For children who are not enrolled in any state or non-state Queensland school:
  Decisions about exemptions for students who are not enrolled in any state or non-state school are made by either the Regional Director, Principal Advisor Education Services, Principal Advisor Regional Services, Director Regional Services, of the Department of Education, Training and Employment region in which the child resides.

Applying for an exemption

You are encouraged to discuss with the school whether an application for exemption is a suitable option. The school can provide you with an application form for an exemption. It is important that supporting documentation and evidence are attached to the application.

When a decision about the exemption has been made, you will be informed in writing whether or not the exemption has been granted and if any conditions have been imposed. If you are not satisfied with the decision made, you can make a submission for the decision to be reviewed.
DEPARTMENT EXEMPTION FROM SCHOOL FORM

Application for exemption for a child or young person enrolled in a Queensland state school

Privacy Notice
The Department of Education, Training and Employment is collecting the information on this form to determine if a student is entitled to an exemption from compulsory schooling or an exemption from compulsory participation. This collection is authorised by s.186 and s.245 of the Education (General Provisions) Act 2006. Information from this form may also be disclosed to third parties as required or authorised by law.

(Please type or print clearly)

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<tr>
<th>1. Name of student in full</th>
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<th>2. Date of birth</th>
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<th>3. Name of school</th>
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<th>4. Year level</th>
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<th>5. Name of parent/carer</th>
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<th>6. Address</th>
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<th>7. Home phone</th>
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<th>8. Mobile phone</th>
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<th>9. Period for which exemption is sought (insert dates)</th>
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<td>From</td>
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<th>10. How many school days are you seeking an exemption for?</th>
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<th>11. Reasons for seeking exemption (please provide full details and attach documentary evidence to support this application e.g. statement from medical practitioner)</th>
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<tr>
<th>Signature of parent/carer</th>
<th>Date</th>
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Please forward the completed application form and any attachments to the school principal for consideration and approval. Written notification of the decision regarding this application will be sent to the parent/carer.

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<th>To be completed by the principal</th>
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<td>Application for exemption from:</td>
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<tr>
<td>☐ Compulsory schooling</td>
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<tr>
<td>☐ Compulsory participation</td>
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<td><strong>Is the student in Year 10 or 15 years of age?</strong></td>
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<td>If ‘Yes’, a Queensland Curriculum and Assessment Authority student learning account should be established prior to an exemption being granted.</td>
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<tr>
<td>☐ Yes</td>
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<tr>
<td>☐ No</td>
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<td><strong>Decision (please tick whichever is appropriate)</strong></td>
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<td>☐ I grant an exemption for this student and parent/carer has been advised.</td>
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<td>Principal: ___________________________ Date: ___________________________</td>
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<td>☐ I do not grant an exemption for this student.</td>
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<td>☐ I grant an exemption with the following condition/s:</td>
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<td>• ☐ I grant an exemption with the following change/s to what has been requested:</td>
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<td>• ☐ I grant a partial exemption (for students in the compulsory participation phase only)</td>
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<td><strong>NOTE:</strong> My decision, materials considered, findings of fact and reasons for my decision are set out in my decision notice, which has been sent to the parent/carer, as required by the Education (General Provisions) Act 2006.</td>
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<td>Principal: ___________________________ Date: ___________________________</td>
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Information about Flexible Arrangements for Parents and Students

What is a flexible arrangement?
A flexible arrangement is an agreement that allows a student's educational program to be delivered either fully, or in part, by another education provider in conjunction with their school.

The other education provider could be a community organisation that offers special programs for children and young people, another school (either state or non-state), or a private education provider.

There are a wide variety of circumstances in which a flexible arrangement might be appropriate for a student, such as:

- a secondary student who wants to study a subject that is not offered at their school, and whose Principal agrees for them to study the subject at another school or through distance education;
- a student participating in a behaviour management course at an alternative education centre for 2 days per week, and attends their usual school for the rest of the week;
- a student who has a disability and whose education program is being provided by a community organisation in combination with a school; or
- a young person who is acting in a movie for 2 weeks, and will participate in an educational program delivered by a tutor while on the set of the movie.

The program should generally be equivalent to the student’s full-time participation at school.

All or part of the arrangement may be provided on or off the school site. Flexible arrangements are usually for a specified time, such as 2 weeks, or 1 day per week for 10 weeks.

Who can have a flexible arrangement?
Flexible arrangements are more common among secondary school students, but may be appropriate for primary school and special school students.

How is a flexible arrangement made?
A flexible arrangement can be suggested by the school, a parent, or a student.

The student's teacher(s) will assess the student's needs, expected learning outcomes from the flexible arrangement, and suitability of the education provider. The teacher(s) will then provide advice to the principal.

The principal will decide whether to approve the proposed flexible arrangement.

If the student is of a compulsory school age, a parent must give written consent to the arrangement. If the student is in the compulsory participation phase, he or she must sign the agreement.

Written agreement must also be sought from the alternative education provider.

Is the student still enrolled at their school during a flexible arrangement? Yes. During a flexible arrangement the student remains enrolled at their school. The principal will still be responsible for the student’s educational program.

Are there any times when a flexible arrangement is not required?
A flexible arrangement is not required for students in the compulsory participation phase who are participating in an eligible option, or for school-based apprenticeships and traineeships.

Any other questions?
Please talk with staff at your school if you have any other questions.
**Flexible Arrangement: Assessment - Part A**

| Student’s Name: |  |
| School: |  |
| Date of Flexible Arrangement: From / / To / / |  |

**Privacy Notice**
The Department of Education, Training and Employment (DETE) is collecting this information in accordance with Chapter 9 (Part 2) of the *Education (General Provisions) Act 2006 (Qld)* in order to approve flexible arrangements in relation to a student’s educational program during compulsory schooling or the compulsory participation phase. This information will be accessed by authorised departmental employees and may also be disclosed to third parties as required or authorised by law.

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**Student’s educational and other needs**

**Learning outcomes the flexible arrangement is intended to achieve**

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**Suitability of alternative educational providers**

<table>
<thead>
<tr>
<th>Provider’s name</th>
<th>Affiliation/Type of organisation</th>
<th>Suitability of provider</th>
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<td></td>
</tr>
</tbody>
</table>
Flexible Arrangement: Plan – Part B

Following assessments conducted by…………………….. , the school has identified the following as educational and other needs:

The school has proposed the following flexible arrangement.

<table>
<thead>
<tr>
<th>Program</th>
<th>Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td></td>
</tr>
</tbody>
</table>

Assessment conducted

<table>
<thead>
<tr>
<th>Staff member’s name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

Plan designed by:

<table>
<thead>
<tr>
<th>Staff member’s name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

Note: Please attach any documentation that supports assessment, including student achievement records and reports, documentation of career discussions and attendance records.
## Flexible Arrangement: Agreement – Part C

To be signed by the parent if the student is in compulsory schooling.  
To be signed by the student if in the compulsory participation phase.

<table>
<thead>
<tr>
<th>I agree to participating in the flexible arrangement as outlined in the form Flexible Arrangement: Plan – Part B for the period from / / to / / .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent’s name:</td>
</tr>
<tr>
<td>Parent’s signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I agree to participate in the flexible arrangement as outlined in the form Flexible Arrangement: Plan – Part B for the period from / / to / / while in my compulsory participation phase.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s name:</td>
</tr>
<tr>
<td>Student’s signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

## To be signed by the alternative education provider

<table>
<thead>
<tr>
<th>I agree to deliver the education program to as outlined in the form Flexible Arrangement: Plan – Part B for the period from / / to / / .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of alternative education provider:</td>
</tr>
<tr>
<td>Name of person:</td>
</tr>
<tr>
<td>Position:</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>
Accept the opportunity of a lifetime at a great Cairns school where “every student counts”