

Roll marking in state schools

Guidelines for recording attendance of students who are enrolled but not attending school and cannot be located, and students who have been granted an exemption from schooling

Purpose

These guidelines will assist state schools in Queensland to record information about students who are currently enrolled in a state school but have stopped attending school for a period of 15 or more consecutive school days and cannot be located. The guidelines will also assist schools in recording information about students who have been granted exemptions from state schools.

Background

Schools treat a student's enrolment as having ended if one or more of the following circumstances arise:

- student has graduated
- student has no remaining [allocation of semesters](#)
- student has been [excluded](#) or their enrolment [cancelled](#) under the *Education (General Provisions) Act 2006* (Qld)
- student has enrolled in another school (state or non-state), and the enrolment is not part of an approved [flexible arrangement](#)
- there is reasonable evidence that the student has enrolled in another educational institution (e.g. TAFE) or with a Registered Training Organisation and this is equivalent to full-time schooling, and the student has ceased attending school. This does not apply to students enrolled in Youth Detention Education and Training Centres or students attending a hospital school
- there is reasonable evidence that the student has left school to undertake a full-time apprenticeship or traineeship or, for compulsory participation students only, full-time employment
- student becomes registered for [home education](#)
- student has permanently moved interstate or overseas with no intention of returning
- parent or carer (or student if they are [independent](#) (DoE employees only)) has told the school that the student's enrolment has ended and the student ceases attending¹. This does not apply to students who cease attending their school because they are in youth detention or attending a hospital school, or where conflicting instructions are given to the school by the parents²
- student is deceased.

¹ Where a student has ceased to attend school and is not enrolled in another school, educational institution or with a Registered Training Organisation, and is not registered for home education (or undertaking full-time employment for a student in the compulsory participation phase), the region should pursue the failure to enrol process.

² In relation to Family Law disputes, where parents' instructions to the school regarding the student ceasing to attend are conflicting, the school should not end the enrolment until one of the other circumstances above applies.



Process

OneSchool provides for schools to categorise a student's enrolment status as either:

- A – Active (enrolled and attending school regularly)
- D – Deceased
- F – Future (an application for enrolment process has taken place and the student is expected to enrol at the school at a particular point in time – e.g. first day of school year)
- L – Left (school is satisfied student has left school and will not be returning)
- N – Non-Attendee (student had a Future status but did not enrol when expected)
- I – Inactive (enrolled but not attending school and unable to be contacted).

For those students whose enrolment has been cancelled under the [Cancellation of enrolment](#) procedure and the process has been properly recorded in the Behaviour Support section of the student's profile in OneSchool, the student can be marked as L – Left with the departure reason as “cancellation of enrolment/exclusion”.

Inactive students

Situations may arise where an enrolled student ceases to attend school and all attempts to contact the parent and student are unsuccessful. These students do not meet the criteria for their enrolment to be ended.

Where a student has been absent from school for 15 or more consecutive school days and despite multiple and authentic attempts to contact the parents, the school is unable to contact the parents to seek an explanation for the absence, the student's enrolment status may be changed from A – Active to I – Inactive. A decision to change a student's enrolment status to “I” should only occur after careful consideration and once processes outlined in the [Managing student absences and enforcing enrolment and attendance at state schools](#) procedure have been followed and the situation warrants it.

Please note: The “I” code should only be applied from the date of the actual decision to change the enrolment status (e.g. following the 15th consecutive unexplained absence).

If the parents are eventually contacted and the student intends to return to school, the student's enrolment status should change back to A – Active. While the student's personal information should be updated by completion of a new enrolment form (which can be pre-populated and generated from OneSchool), the student's enrolment has never ceased and this process is necessary simply to reactivate their status to A – Active.

While a student's status is “I”, the student will not appear on school rolls and therefore will not be marked as absent. They will also not be included in the department's February and August census collection. Instead, students marked with an enrolment status of “I” will appear on regional reports of students whose enrolments are inactive. A school that has allocated a student an “I” status should continue to work with its regional office, including the student protection principal advisors and local resources (such as police, child safety officers and other support organisations) to locate the student and their family, with the aim of the student returning to school.

Please note: For a student where the school has commenced the enforcement process for failure to attend, the student's enrolment status should remain as A – Active. A component of the prosecution process is being able to contact the parents and inform them of their legal obligation to ensure their child attends school regularly and to provide them with a warning notice advising that the school is seeking to obtain consent from the regional director to prosecute.

Exempt students

Students who have been [granted an exemption](#) from schooling do not meet the criteria for ending enrolment as their absence from schooling is for a specific period of time (e.g. the length of the exemption) after which their enrolment will resume. An exemption simply removes the legal obligation of parents with regards to compulsory schooling for that period.

Where a student has been granted an exemption from schooling, the details of the exemption should be entered into the school's OneSchool exemption register. The exemption register will identify the student as absent, with an absence reason "Z" for the duration of the exemption. The student's enrolment status will remain as A - Active.

Exemptions are not included in school absence data or in the department's February and August census collection.

