



# Student Attendance Policy

## Purpose

It is important that a student attend school from the very first day of a school year and maintain a routine attendance. The purpose of this policy is to outline how the College will manage student attendance and inform parents/carers of their obligations.

## Scope

This policy applies to all parents/carers, teachers and reception staff.

## Responsibilities

*At Chinchilla Christian College we undertake to:*

- Monitor student attendance daily.
- Notify parents/carers of any unexplained absence(s)
- Discuss attendance with students and families to offer support if needed.

*Parents/carers of enrolled students undertake to:*

- Ensure their child attends each school day and seek support if required.
- Provide a satisfactory explanation for all absences, late arrivals or early departures.
- Provide a medical certificate when requested by the College. Please also refer to 'if absences are unplanned' below.
- Contact the Registrar prior to any 'planned' absence of four or more days as State law requires school approval for extended periods of absence.

*Enrolled students undertake to:*

- Attend school on time each day, dressed in the correct uniform and with all the required equipment.
- Obtain College and parental authorisation if you need to leave school before the end of the school day.

## Daily attendance check

Where a family has not updated the College with a reason for the child's absence, an SMS is generated by Edumate, our student management system, alerting the primary contact to the absence.

*How families can communicate absence reasons:*

### If absences are pre-planned

- Less than four days away: Contact the College by phone, email, SMS or use the EduApp  
 (07) 4668 9777     [admin@chinchillacc.qld.edu.au](mailto:admin@chinchillacc.qld.edu.au)     SMS: 0429 558 100
- Four or more consecutive days away: Contact the College by phone, email, SMS or use the EduApp. Approval for absence to be given by the Principal. Depending on the length of time, you may be required to complete a Long Term Absence form or an Application for Exemption from School form. Please also refer to "what to do if planning a holiday" below.  
 (07) 4668 9777     [admin@chinchillacc.qld.edu.au](mailto:admin@chinchillacc.qld.edu.au)     SMS: 0429 558 100

### If absences are unplanned

Families are asked to provide explanation of the absence to maintain accurate records and demonstrate intention towards regular attendance. To communicate absences, families can either:

- Contact the College by phone, email, SMS or use the EduApp
- Reply to the automatic SMS message with a response message
- Provide a medical certificate for 2 or more consecutive days of absence (senior students must provide a medical certificate for each day of absence during exam block)

### What to do if you are planning a holiday

Our *Enrolment Contract* states under the *Communication* section that families undertake to:

- Make arrangements with the College if you are planning a holiday or other event where the student will be away from the College for more than four school days.

Therefore, if families are planning a holiday for more than four consecutive days, we ask that an email or phone call be made to the College as early as possible to commence the approval procedure. Once approval is gained, this also allows the school to support continuity of learning to be made. This may include provision of topical work or less structured project relating to the holiday, depending on the situation.

#### Revision Record

| Version | Approval Date   | Authorised by   | Effective Date  | Review Cycle | Next Review  |
|---------|-----------------|-----------------|-----------------|--------------|--------------|
| 1.0     | 13 October 2022 | Nathan McDonald | 13 October 2022 | 4 years      | October 2026 |
|         |                 |                 |                 |              |              |