



Student Attendance Procedure

Purpose

The purpose of these procedures is to outline how the College implements the overarching framework* in its day-to-day operations.

Scope

This procedure 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 College 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 written parental authorisation if needing to leave school before the end of the school day.

Late Sign In

Students that arrive after the 8:55am bell are considered late. Students need to sign in at Reception and obtain a late note, generated from our student management system and signed by Attendance staff.

A valid reason must be given for being late.

Primary students must be signed in by a parent/carer or a responsible Secondary student sibling. Primary students that present to Reception without a parent/carer or Secondary sibling, will be marked Late – Reason Pending. Attendance staff will follow up with families for a valid late reason.

Reporting Absences

How families can communicate absence reasons:

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

Less than four days away:

- Submit the absence via the Carer Orbit App (using the Absence function), SMS or email
 - SMS: 0429 558 100
 - admin@chinchillacc.qld.edu.au

Four or more consecutive days away:

- Submit the absence via the Carer Orbit App. Approval for the absence to be given by the Principal. An Attendance Exemption Application is generated and emailed for signatures. Absences greater than 110 days require approval from the Office of State Revenue. Please also refer to “what to do if planning a holiday or event” below.

Where a family has not updated the College with a reason for the child’s absence, an automated SMS is generated by our student management system, within 90 minutes of the start of the school day, alerting the parent/carer contact to the absence. Parents/carers can reply to the SMS or respond via the Carer Orbit Ap.

Reasonable/Unreasonable Explanations for Absences

Examples of reasonable Absences

- Illness and medical appointments
- Car/Bus breakdown
- Bereavement
- Natural disaster/event outside of student carer control e.g. flooding
- Planned holiday – please see requirements below #
- Family Reasons – please provide details
- Visiting sick friends or relatives
- Representative School Sport/Music
- Traineeships & Apprenticeships
- Work Experience

Examples of unreasonable Absences (Leave – Other)

- Recreational activities
- Shopping
- Celebrating Birthdays
- Family convenience
- Sleeping in
- Study at home
- Non-participation in school events

Follow up of unverified absences

A second SMS is sent to families after rolls are completed.

If there is still no response from families, a phone call is made by Attendance staff to 1st caller, 2nd caller and emergency contact if required.

A follow up call is made later in the day if no response has been received. Attendance staff continue to contact families until a response has been received.

After 2 days of unverified absences, this will be referred to College Leadership to follow up.

What to do if you are planning a holiday or event

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 or event for more than four consecutive days, please contact 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.

Medical Certificate

An absence for medical reasons, where a student is absent for more than 2 consecutive days, requires a medical certificate. This also applies for planned medical absences e.g. surgery.

Note: Senior students must also provide a medical certificate for each day of absence during exam block or if the student is absent on a day assessment is due.

Medical Certificates can be dropped off to the College or emailed to admin@chinchillacc.qld.edu.au