



Student Attendance Policy and Data Entry Procedures

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 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.
- Obtain College and written parental authorisation if needing 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:

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:

Less than four days away:

- Submit the absence via the Carer Orbit App, 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.

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.

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

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
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