



Attendance – Parent Guide

Absences

Full Day

Parents/Caregivers must notify the school and provide an explanation of a student absence **by 9.00am** on the day of the absence.

The priority for notification is:

TEXT MESSAGE – (0426305728) – provide student name, year level date and reason for absence

Example Text – “John Smith Y8 03/06/19 Sick”

If texting is not possible, you can:

EMAIL – absences@pbc-shs.eq.edu.au – provide student name, date and reason for absence

If the school has not been notified of your student's absence by 9.00am, you will receive a text message from 0426305728 by 10am. If you receive a text message, you can reply to the message, providing your student name, year level and reason for absence. If no response to that text is received, you will receive an email at the end of the day.

3 or more days

If a student is likely to be absent for more than three days, parents/caregivers are to notify PBC in writing by text message or email stating the student's name, year level, dates of absence and the reason for the absence. A **medical certificate** (where applicable - see Assessment policy) can be emailed to absences@pbc-shs.eq.edu.au or a hard copy taken to the Junior or Senior Secondary Student Services. In some circumstances, an exemption from schooling may be appropriate. Where an exemption is approved, a student maintains their enrolment despite extended non-attendance. The circumstances for which a student would be eligible for an exemption are listed below and parents/caregivers are encouraged to submit an exemption application to the Junior or Senior Secondary School Student Services.

- *illness or hospitalisation (including recovery period at home) for a period greater than 10 consecutive school days*
- *'carer' responsibilities*
- *diagnosed mental health condition*
- *diagnosis of terminal medical condition*
- *temporary interstate or overseas relocation where the family intends to return to Queensland.*

Forms are available on the [PBC website](#) or upon request at the Administration Office.

Holidays

What should I do if our family is going on a holiday in school time?

Regular school attendance will mean that your child has a better chance in life. Your child will achieve better when they go to school all day, every school day. You are encouraged not to schedule holidays during school time. If your family circumstances dictate that your student must attend a holiday during school time, please let the Attendance Officer know the absence dates at least 2 weeks prior to the holiday. Email the details to absences@pbc-shs.eq.edu.au .



Parents/Caregivers should also consider the Assessment Policy and Assessment Calendars for any potential impact on their student's assessment.

Late Arrivals

- **Any student that arrives after 9.00am** must present to the Junior or Senior Secondary Student Services with a note, signed by the parent/caregiver, including the reason for lateness. This may be approved by a Head of Year. A "late pass" will be issued to the student prior to attending any class.
- Non-approved notes or failure to present a note may result in disciplinary action.
- Head of Year will monitor late arrivals. Consistent late arrivals that impact engagement with school process may result in a disciplinary action.

Early Departure

- Notes are to be written and signed by a parent/carer and presented to the Junior or Senior Secondary Student Services **prior to 8:45am** that day.
- The sign out note must specify the following:
 - The specific reason for signing out (doctors, dentist, etc.).
 - The time and date that you need to sign out of school.
 - If a medical appointment, the time, location and professional field must be included.
- Notes will be approved by a Head of Year and should then be collected prior to signing out of school at the Junior or Senior Secondary Student Services.
- Non-approved notes and absences may lead to disciplinary action.
- Students must show the signed note to their class teacher at the requested leaving time.
- Report to the Junior or Senior Secondary Student Service Office with the signed note to obtain and 'Early Departure' pass.
- It is appropriate for students to sign out **no more** than three times a term for an appointment or an activity during school hours.
- Head of Year will monitor early departures. Consistent early departures that impact engagement with school process may result in a disciplinary action.

If your student becomes ill at school and is sent home they will be issued with a leaving slip by the Sick Bay Officer. If they return later in the day they will need to report to the Junior or Senior Secondary Student Services Office and sign in. Administration Officers or Head of Year may contact home to query the validity/frequency of appointments during school hours.