



Attendance

Absences

Full Day Absence

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 to 0426 305 728 – provide student name, year level, date and reason for absence

Example Text – "John Smith Y8 03/06/22 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 **0426 305 728** by 10:00am. If you receive a text message, you can reply to the message, providing your student's name, year level and reason for absence

Absence of 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, any evidence supporting the absence, e.g., medical certificate, should also be forwarded.

Approving Absences

Please note that the school will determine whether an absence can be approved based on the Department of Education guidelines. Examples of acceptable and unacceptable absences can be seen below:

Acceptable reasons for absences	<ul style="list-style-type: none"> • Serious illness or medical conditions (the majority of these conditions should be accompanied by a medical certificate) • Representative activities including sport, academic and cultural • Serious family emergencies (these should be rare) • Sorry Business
Unacceptable reasons for absences	<ul style="list-style-type: none"> • Holidays outside school holiday periods • Non-essential activities (e.g., driving lessons, non-school functions during the school day) • Medical appointments that can be scheduled outside of school hours

In the instance that a student has acceptable reasons for an extended absence (of 3 days or more) a member of staff will contact the family to make appropriate arrangements for their continued engagement with school or an exemption.



In the instance that a student has an unacceptable reason for their absence the school will not provide work or facilitate assessment. Parents and students should not contact teachers requesting work for students where the absence is for an unacceptable reason, such as holidays. Upon return from such an absence the school will determine whether it is appropriate that the student be awarded N's on their report or be asked to sit missed assessment pieces.

Partial Day Absences

Late Arrivals

- **Any student that arrives after 9:00am** must present to the Junior or Senior Secondary School Student Services with a note, signed by the parent/caregivers, including the reason for lateness. This may be approved by the 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.
- Heads 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/caregiver and presented to the Junior or Senior Secondary School 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 must be included.
- Notes will be approved by the Head of Year and should then be collected prior to signing out of school at the Junior or Secondary School 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 School Student Service Office with the signed note to obtain an '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.
- Heads 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 Secondary School Student Services Office and sign in. Administration Officers or Heads of Year may contact home to query the validity/frequency of appointments during school hours.