



## Attendance

### 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:*

1. **TEXT MESSAGE** – (0426305728) – provide student name, year level date and reason for absence e.g. Sick
- OR**
2. **EMAIL** – [absences@pbc-shs.eq.edu.au](mailto:absences@pbc-shs.eq.edu.au) – provide student name, date and reason for absence

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

Text messages are sent out to parents by 10:00am to notify you of an unexplained absence. If you receive a text message, you can reply to the message, providing your student name, year level and reason for absence.

#### 2 – 10 days

If a student is likely to be absent for more than two days, parents/carers 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) can be emailed to [absences@pbc-shs.eq.edu.au](mailto:absences@pbc-shs.eq.edu.au) or a hard copy taken to the Junior or Senior Secondary School Student Services.

#### 11+ days

If a student is going to be absent for more than 10 days, Parents/Caregivers are required to notify PBC at least 2 weeks prior to the absence taking place (where possible). An Exemption form must be completed and submitted, along with supporting documentation (e.g. medical certificate, doctor's letter).

*An exemption may be appropriate in the following circumstances:*

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

Forms are available on the [PBC website](http://pbc.eq.edu.au) 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 is 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](mailto:absences@pbc-shs.eq.edu.au).

### 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/carer, including the reason for lateness. This may be approved by a Dean of Students. 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.
- Year Coordinators 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 School Student Services **prior to 8:45am** that day.
- The sign out note must specify the following:
  - o The specific reason for signing out (doctors, dentist, etc.).
  - o The time and date that you need to sign out of school.
  - o If a medical appointment, the time, location and professional must be included.
- Notes will be approved by a Dean of Students 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 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.
- Year Coordinators will monitor early departures. Consistent early departures that impact engagement with school process may result in a disciplinary action.
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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 Year Coordinators may contact home to query the validity/frequency of appointments during school hours.