

School Attendance and Leaving Early

College Attendance Requirements

In line with our contractual agreements, government law, Queensland Studies Authority rules and practical educational requirements, all students need to attend school on school days.

The College understands that from time to time family life necessitates students being absent from school for reasons other than illness/medical reasons, however, there are limits to the number of days a student is permitted to be away for these non-medical/illness reasons. Students may have up to 10 school days per year for non-medical/illness reasons. Families requiring a longer period of time must discuss the matter with the College as this leave needs Principal approval. In some cases leave needs to be additionally approved by the Office of Non State Schools. Apart from contractual and academic consequences, State law has criminal code consequences for non-attendance that parents with students who are not attending within these limits need to be aware of.

Students with patterns of unauthorised and/or non-approved reasons are subject to review in terms of official educational requirements.

Depending on circumstances, the College will require medical certificates for students who have long periods or regular days of illness. Students in the Middle School may require a medical certificate for absences to do with key events such as assessment events. Students in the Senior School will require a medical certificate for absences to do with key events such as assessment events.

Please note: late arrivals or early departures count as half a day in terms of number of days away.

Contractually

After a student has more than 20 unexplained (after 10 days we will contact families to remind them of this policy) and/or non-approved absences in a school year or 8 days in a row absence (after 5 days in a row we will contact families to remind them of this policy), the student's enrolment will be suspended until a meeting to investigate the situation takes place between the College and the family. If families cannot meet with the College within 5 days or who can meet but no satisfactory solution can be agreed upon, our enrolment contract with them will be withdrawn. Contracted parents will be subject to pay the 10 weeks notice of fees as per the enrolment contract.

How can I arrange to collect my child before normal collection time?

Requirements:

- Students must remain at school from the time they enter the school grounds until the relevant dismissal time unless collected and signed out by parents.

- Parents need to come to Administration on arrival. From this location, parents may arrange to call for and sign their children out early (same for late arrivals). As per the requirements of the Department of Education, the College requires a reason to be given for the non-attendance.

Exits during the regular school day	
Valid reasons (Approved under the Act)	Invalid reasons (Listed as non-approved)
Leaving early because of College approved programs (Traineeship).	No reason is provided
Family leaving early for a special occasion where family has or hasn't sent note and parents sign out and collect students.#	Pattern of early departure for family reasons but exceeds number of days without non-state school office approval.#
Medical appointment: to be signed out and collected by parent. Senior School students may by prior written parental notice leave by their own accord after signing out for medical appointments.	
Student becomes ill or injured and is collected by parents. Parents will be notified by the Office, if your child becomes ill.	
Medical emergency and student is transported by ambulance	

Please note limits above. From time to time parents may select to collect students early. In these cases the parent is requested to give an explanation for the early collection of students so that the absence may be recorded appropriately. Students with patterns of unauthorised and/or non-approved reasons are subject to review in terms of official educational requirements.

Please note, while they are older, Senior School Students are still not permitted to leave the College on an ad hoc basis without parent being present to collect and travel with the student. That is, please let us not have the situation where the student uses technology to have mum or dad phone school to grant permission for a student to leave early. If this situation occurs, parent will be asked to put authorisation in writing and sign it. This note will need to be electronically sent to the school for verification.

Senior School Exam Blocks

The exam blocks are designed to:

Give students the greatest opportunity to undertake final preparations for exams.

Allow a catch up period to be built in to them to allow students to finalise orals, assignments and catch up on missed traineeship days.

The exam blocks span up to 10 days.

Parents will be given the choice to allow their children to attend school only when required for exams etc. Students may also study at school.

Students must sign in and out with the Senior School staff coordinating the exams. Once students sign out, they are not permitted to return to school that day and need to move to the agreed study location as arranged with parents.

Students who are granted autonomy under this arrangement need to accept the responsibility. We believe this is fitting for young men and women and helps them take responsibility for their future and prepares them for further study and work. It is not the intention for students to undertake work (other than approved traineeships etc), sit at Centro for social chats or arrange other social occasions. Students who display that they are not yet ready for such autonomy will be required to remain at school.

Following the completion of assessment, students are provided with work guidelines (eg reading lists) for the next term's work.

Students who have been given permission to study away from school may continue to work at home during the exam block period even if they have completed their exams.