



Attendance and Absence Policy

Regular attendance is required unless there is an acceptable excuse for non-attendance.

Acceptable reasons for late or non-attendance	Unacceptable reasons for late or non-attendance
<ul style="list-style-type: none">• Car/Bus breakdown• Sickness• Specialist appointment• Representative sport• Bereavement• Off-site traineeship/apprenticeship• Natural disaster/event outside of student/carer's control	<ul style="list-style-type: none">• Family preference or convenience• Sleeping in• Uniform issues• Study at home (unless enrolled in DE)• External lessons or recreational activities• Driving lesson or License test• Non-urgent medical appointment• Non-participation in school events• No reason

Responsibilities regarding attendance

As a 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 your 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 required from the College.
- Contact the Registrar 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, dressed in the correct uniform and with all the required equipment.
- Obtain College and parental authorisation if you need to leave school before the end of the school day.

How families can communicate absence reasons

If absences are unplanned

Phone the College, SMS the absentee line (0438 091 439), Use the Edumate Parent Portal or the EduApp to provide information about your student absence. This includes advising of the acceptable reason for absence (see table on page 1).

Please be aware that absences of four or more days for medical reasons will require a Doctors Certificate. For Senior students, Doctors Certificates will also be required for any missed assessment dates.

If absences are pre-planned:

- Less than five days away: Contact the College by phone, SMS, email or use EduApp to provide details
 - ☎ Phone: (07) 4948 5110
 - ✉ Email: mail@whitsunday.qld.edu.au
 - 📱 SMS: 0438 091 439 (24 hrs)
 - 📱 EduApp: Log under “Absences” tile

To provide your absence reason (see table on page 1 for acceptable reasons)

- Five or more consecutive days away: Contact the Registrar by phone or email. You may be forwarded an Application for Exemption from Attendance form to commence the approval process (see *What to do if you are planning a holiday* below)
 - ☎ (07) 4948 5100
 - ✉ mail@whitsunday.qld.edu.au

- **What to do if you are planning a holiday:**

Our *Enrolment Contract* states under the *Attendance* section (4.2c) that families undertake to:

- Obtain written authorisation from the College Principal for an exemption from compulsory attendance where an absence exceeds four consecutive school days.

Therefore, if families are planning a holiday for more than four consecutive days, we ask that an email or phone call be made to the College as early as possible to commence the approval process. 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.