

Student Absences & Sick Bay Process

Middle and Senior School

Notifying the College of a student absence

All absence emails (including arriving late / leaving early) relating to students in Year 6 – Year 12 must be sent to the Middle & Senior Absence email address: ms.absence@kelvingrovesc.eq.edu.au.

The email must include the:

- student's FULL NAME;
- student's YEAR LEVEL;
- relevant absence DATE(S)/TIME(S);
- REASON for the student's absence; and
- parent's/carer's FULL NAME.

The Department of Education's *roll marking in state schools procedure* requires schools to make a determination whether explanations provided for student absences are (or are not) reasonable.

Accordingly, please be advised that student absences will remain "unexplained" if the College has not been provided with a reasonable explanation. For further information, please visit the Department's Policy and Procedure Register via this link:

<https://ppr.qed.qld.gov.au/pp/roll-marking-in-state-schools-procedure>

Whole day absences

If a student will be absent from school for a whole day, one of the student's parents/carers must send an **email by 9:00am to: ms.absence@kelvingrovesc.eq.edu.au**, explaining the absence.

If the College has not been notified of the reason a student is absent, or has not yet processed the absence email, a text message will be sent to the relevant parent(s)/carer(s) instructing them to send an email to the College (if they have not done so already).

Absences longer than 10 school days

For any absences of more than 10 consecutive school days, an application for exemption form must also be completed and submitted in-person at College Reception, or via email to:

ms.absence@kelvingrovesc.eq.edu.au. The relevant Principal will then consider and approve/decline the application.

The application for exemption form can be collected by students from the Heads of Year (HOY) Hub, or is otherwise accessible via this link:

<https://ppr.qed.qld.gov.au/attachment/application-for-exemption-for-a-child-or-young-person-enrolled-in-a-queensland-state-school.docx>

Arriving late

Students who arrive to class before 9:10am do not need to sign in.

If a student will arrive to class after 9:10am, they must report to the HOY Hub to sign in.

If a student's parent/carer has not notified the College of the reason for the late arrival by emailing: ms.absence@kelvingrovesc.eq.edu.au, the student will receive a detention, and a text message will be sent to their parent(s)/carer(s) informing them that their student has signed in late without a reason provided by a parent/carer.

Leaving early

If a student needs to leave early, one of the student's parents/carers must have sent an email to: ms.absence@kelvingrovesc.eq.edu.au prior to their departure, approving their student to leave early. Students leaving early must report to the HOY Hub to sign out. An automated message will be sent to the parent(s)/carers(s) notifying parents the students time of sign out for safety purposes.

Please be aware that most classrooms DO NOT have a phone. Accordingly, you must ensure your student knows if they need to leave early. Staff are not available to collect students from class.

Sick students

If a student feels sick, they are to notify their teacher, and ask to report to Sick Bay at the Student Wellbeing Centre. A staff member will then contact one of the student's parents/carers.

Students in Year 6 must be collected from College Administration by a parent/carer.

Additionally, parents/carers of any student who experiences a head injury during a school day or event will be contacted by school staff, and requested to collect their child from reception, in accordance with the Department of Education's *First Aid – Managing Head Injuries* direction.