



# Kelvin Grove State College

The Pursuit of Excellence With All Our Might

## 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](mailto: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](mailto: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](mailto: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>

L'Estrange Terrace, Kelvin Grove Qld, 4059

Phone: 07 3552 7333

Email: [info@kelvingrovesc.eq.edu.au](mailto:info@kelvingrovesc.eq.edu.au)

Web: [kelvingrovesc.eq.edu.au](http://kelvingrovesc.eq.edu.au)

CRICOS Provider Number: 00608A

## 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 (Years 8-12) or the Student Services and Wellbeing Satellite office (Years 6-7) 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](mailto: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](mailto: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 (Years 8-12) or the Student Services and Wellbeing Satellite office (Years 6-7) to sign out. An automated message will be sent to the parent(s)/carers(s) notifying parents the student's 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 (Years 8-12) or the Student Services and Wellbeing Satellite office (Years 6-7). 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.