



Achievement



Respect



Resilience



Wellbeing



Community

## Student Absence Policy

A parent of a child of compulsory school age is obliged to ensure that their child attends school on every school day for the educational program in which he/she is enrolled. A parent of a young person in the compulsory participation phase is obliged to ensure that the young person is participating full-time in an eligible option.

### **Parents/Carers Responsibility:**

- ✓ ensure their child of compulsory school age attends school on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse
- ✓ ensure their child in the compulsory participation phase fulfils the requirements of their eligible option
- ✓ advise school, preferably in writing, of the reason for any absences, if not beforehand then within 2 days of the student's return to school
- ✓ initiate or attend meetings to discuss their child's attendance or participation in their educational program
- ✓ negotiate with the school, where appropriate, alterations to their child's educational program or flexible arrangements to best meet the needs of the child
- ✓ apply for an exemption for their child for non-attendance at school for a stated or indefinite period where the child's attendance at school is impossible or should not be reasonably required
- ✓ are not to employ their child, or allow the child to be employed during the time the child is required to attend a State or Non-State school, unless the parent provides a satisfactory reason. This prohibition includes any calling carried on by the parent of the child by way of trade or gain. However, this does not include any employment under an approved flexible arrangement or under a recognised apprenticeship or traineeship.

### **Reasons for Absence**

Satisfactory reasons for an absence may include such factors as:

- ✓ medical or dental treatments or procedures
- ✓ sporting events other than those associated with the school or the education system
- ✓ funerals
- ✓ cultural reasons, or
- ✓ family reasons (e.g. special family events, holidays)

### **Procedures for Absence Notification**

- ✓ telephone the school absence line on **3491 5260** or email: [admin@dakabinss.eq.edu](mailto:admin@dakabinss.eq.edu) stating your child's name, class, reason for absence and duration of absence
- ✓ present in person to class teacher or school office
- ✓ supply the school with a written note or medical certificate on the day of return

### **Leaving the School Grounds**

- ✓ no student may leave the school grounds unless collected by a parent/caregiver. It is the responsibility of the Parent/Caregiver to present to the school office to collect a departure slip.