

Student Leave Application Procedure

Student Absence Procedures

1. If a student is absent from school

Parents should notify the school via the absentee line (07 32990858) or email: absentee@canterbury.qld.edu.au.

If no notification has been received, the school will contact parents via sms at approx. 10am each day.

2. Leave Notifications for Students

Parents of students requiring 2 or more days of leave should submit a notification form in advance to their respective Head of School. The form can be found under the quick links in MyCC.

If the leave is approved the Head of House will liaise with teachers in regard to schoolwork and assessment.

If the leave is unapproved, teachers will not be required to provide students with the work missed during this time. Students may choose to complete work (located on MyCC or in their class OneNote) and in the Senior School will still be required to submit assessments by the due date.

Exams will not be completed prior to the student's departure for leave and comparable exams will not be offered. This may have implications on future subject selections and reportable results. Queensland Certificate of Education (QCE) points and ATAR calculations.

3. Continuous days Absent from School

Student attendance is monitored through the Senior and Junior School Administrations. If there is a pattern of absence or lateness that is of concern, the Head of House or Assistant Head of Junior School is required to meet with the students and parents/carers to identify the reason and address the problem. In the event that no improvement occurs, this will be escalated to the Head of School.

In the event that a student has 5 days of unapproved absence (i.e., away with no reason given, unapproved), the formal Management of Student Absence Process commences.

4. Students Missing from Class

If there is a student missing from class, the administration staff will contact the current teacher to make sure they were not missed off the roll. If the student is still missing, they will contact the Heads of House who are not on class/Assistant Head of Junior School, send out an email and Teams message to all staff to advise of the missing student. If students are not found within 10 minutes, parents are contacted to advise they are currently missing from class and to ask for the student's mobile number. Administration to liaise with the Head of appropriate sub-school when and if police are required to be involved. Once the student is found parents/carers are to be contacted, and an email sent to all staff to advise the child/ren has been found.

5. Early Departure and Late Arrival

Students arriving late for school need to present to Administration to sign in before going to class. If the student has a medical certificate, a note from parent/carer, or their parent/carer is with them, it can be recorded as 'Parent acknowledged'. If the student comes in with nothing, they will be signed in as unapproved leave. In the Senior School, students signing in late as unapproved leave will be issued an afterschool detention. Both sub-schools monitor the frequency of students arriving late to school. Persistent lateness, whether unapproved or parent acknowledged may result in a meeting between the parent/carer and the relevant Head of House or Assistant Head of Junior School.

Students signing out early will require their parent to sign them out. If someone else is picking them up, the Administration will need to contact the parent/carer to make sure the attending person can pick them up. Students who are approved for Driver Permission can sign themselves out from school. In this situation, Senior School Administration will require an email or phone call from the student's parent/carer advising they give permission for the student to sign themselves out.

6. Review

This procedure will be reviewed annually. Canterbury College, however, reserves the right to review this procedure at any time.

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