

University of Canberra High School Kaleen

STUDENT ABSENCES

Parents are responsible for notifying the school in the instance of an absence. Listed below are acceptable methods of notification.

To advise of student absences parents/carers may:

- Email UCHSKaleen.rolls@ed.act.edu.au
- Phone 6142 0484 (Attendance Office) or 6142 0490 (Front Office). This process requires a follow up email or signed and dated note)
- Respond via SMS to the absence notification. *(SMS notifications received by the school, cannot be responded to. Please phone if you have a question regarding your child's attendance)*

IMPORTANT ATTENDANCE PROCEDURES AND INFORMATION

- If your child/ren have appointments throughout the school day or are required to leave early, please email UCHSKaleen.rolls@ed.act.edu.au or call 6142 0484 or 6142 0490. A signed dated note is required to be provided to the class teacher so your child/ren can be excused from class. They then head down to the Attendance Office to sign out and exit the building via the student entrance.
- If for any reason your child/ren is running late, please email UCHSKaleen.rolls@ed.act.edu.au or call 6142 0484 or 6142 0490. The entrance to be used upon arrival at school after 9.10am is the student entrance, which is located to the right of the front office, down the cement path and in through the metal gate. Students then proceed down the corridor to the Attendance Office which is on their left at the end of the corridor. They sign in and can then continue to class.
- Following a total of 10 days absent in a semester, a medical certificate or supporting documentation is required.
- If no medical certificates or supporting documentation is received, all additional absences, following the 10 days will be marked as "explained-unauthorised."
- When unexplained absences reach a maximum of seven days in a school year, the school will commence official procedures to ensure that students meet the school attendance requirement, in consultation with the Education Directorate School Operations.
- Our school uses an SMS/Email program that allows us to notify parents/carers more efficiently and helps us work with parents to manage daily student attendance more effectively. In addition to the absences, our school will regularly send out information for families to this same email. This information will include newsletters, reports, upcoming events, and other important announcements. It is important to us that the data we use is always accurate. Please inform the school if your address or email changes. Your attention to this matter is appreciated.

EXPLAINED v's UNEXPLAINED ABSENCES

What is an authorised absence?

An authorised absence is an absence where a student is away from school grounds due to participation in an offsite curriculum program or activity organised by the school (e.g., excursion/camp or workplace learning) or where a parent/carer provides an explanation for an absence which is considered a reasonable excuse. Principals have the delegated discretion to determine whether an excuse provided by the parent/carer is a reasonable excuse.

Examples of what a reasonable excuse is for the purposes of explaining an authorised absence may include, amongst other considerations:

- Illness or medical issues, including recovery from major injury or medical condition (*Following 10 days in a semester, a medical certificate is required*)
- Medical and dental appointments, where out of hours appointments are not possible
- Bereavement or attending a funeral of a relative or friend of the student (this includes attendance at Sorry Business)
- Religious or cultural observation
- Family holidays where the parent notifies the school in advance
- Attendance at court or other legal hearings or meetings associated with hearings
- Participation in sanctioned debates, sports, musical or theatrical productions not directly arranged by the school
- Participation in interstate, national, or international academic or sporting event or equivalent

What is an unauthorised explanation?

An absence where a parent/carer has provided an explanation which is considered unacceptable by the principal and/or does not align with examples of reasonable excuses detailed as above or in the ACT Education Directorate Attendance Procedures. In general, the following absences may be determined as unauthorised explanation but are not limited to:

- Absences due to repeatedly running late or missing the bus
- Too tired or slept in
- Extended family holidays where it is determined the leave is not in the best interests of the child and the leave is not supported by the school
- Extended periods of absences (>10 school days) where no evidence such as a medical certificate or statutory declaration can be provided
- Absences that are not in accordance with the Education Directorate's Attendance procedures and/or UCHSKaleen school attendance procedures