



## ATTENDANCE POLICY

Dalby Christian College expects that parents and students will be committed to the student's maximum possible attendance at school in order to optimise learning outcomes.

Attendance is compulsory by law for the majority of students until they are 16 years of age or until they have completed Year 10. While some students in year 10, 11 and 12 are involved in school-based apprenticeships/traineeships, the College does not support students being absent to pursue casual work. All aspects of curriculum activities are compulsory, therefore adherence to full attendance is expected. It is essential that an explanation for each absence be sent to the College.

### Arrival and Departure

Unless other arrangements have been made by parents, students are not to arrive at the College prior to 8:00am (with the exception of bus students).

Students are to leave the College at the 3:10pm bell unless they are waiting to be picked up by a parent, or they are attending a College activity. Students waiting to be picked up are to wait at the front of the College, but within the College grounds.

### **ABSENCES**

Student absences can be:

- Notified and verified through the Parent Portal
- Sent via SMS 0437 883 509 stating the student's full name and reason for absence
- Emailed through to the College office – [office@dalbycc.qld.edu.au](mailto:office@dalbycc.qld.edu.au)
- Phoned through to the College office 4672 4222 before 9.00am

A medical certificate is essential for students in years 11 and 12 who miss assessments, hand in assignments late, or feel disadvantaged by a period of illness during the senior course.

### **LATENESS**

Students are expected to be on time each day. Continual lateness will be followed up with parents. Students that arrive late must report to the College Office before going to class so they can be signed in.

### **EARLY DEPARTURES**

Students must present a note in their diary from parents / guardians requesting permission for them to leave the College before the end of the day. The note will be given to the form/class teacher at the beginning of the school day, or the subject teacher at the time of departure. The note should:

1. Be dated
2. Give the specific reason for leaving early
3. State time of departure
4. Be signed by a parent or guardian and be countersigned by the form or class teacher

Prior to leaving school, students must report to the College Office with a note to sign out.

No student is permitted to leave the College grounds without permission. If a student returns to the College after an absence during the day, they must once again report to the College Office to sign back in.