



## Policy Statement

Under Queensland law, parents are required to ensure their child of school age is enrolled and attends school all day, every school day unless they have an acceptable reason. Illness, undertaking College-approved work experience or competing in a school sporting event are acceptable reasons for being absent from school. Principals decide if the reason given for your child's absence is acceptable.

The College understands that for many the timing of annual leave may not be a parent's decision. Taking students out of school during term time for holidays should be avoided, but when it is necessary, it is requirement the Principal is advised well in advance. Advising the Principal of the student's absence will ensure parents will not be in breach of their responsibilities under the Education Act (2006).

## Procedures

### Years 7-10 Students

Student absences for periods longer than 10 days excepting illness, family or cultural/religious reasons are to be communicated to the Principal in writing (email). Correspondence is to include the timeframe the student will be absent and the reason.

The student is required to make contact with their relevant teachers and Pastoral Leader informing them of their absence and is responsible for managing workloads prior to and upon returning from the absence.

#### Classwork

The College is not responsible for providing an educational program for the student during the absence and teachers will not be required to prepare any work for the duration of the absence.

#### Assessment during Absence

All assignment-based assessment will be required to be submitted prior to the date of departure, unless another suitable arrangement is made with the teacher and relevant Academic Leader.

Completion of examinations prior to the timetabled examination period is problematic for exam security reasons, but teachers, in consultation with the Academic Leader, can exercise their discretion.

### Years 11-12 Students

Given the nature of assessment and the fixed, non-negotiable timeframes as determined by QCAA, leave during term-time **will not be approved by the College for Years 11 and 12 students**. Students who are absent without approval will be penalized according the QCAA procedures. This may result in students failing to complete the requisite courses to maintain QCE and ATAR eligibility.

## Further Information

Should you require further information, contact the College during business hours.