Absences

The Department of Education and Training’s highest priority is student’s safety and wellbeing.

It is the parents responsibility to advise when a student will be absent from school and for what reason. At Shorncliffe State School you may advise of an absence by:

1. Phoning 3631 9222 and leaving a message on the absentee line
2. Emailing absent@shorncliffess.eq.edu.au
3. Advising administration staff and or teachers of students absence in person

If your child leaves early due to illness and are away more than that early departure day you must still advise the school of why they are away on following days. The school does not and cannot assume the child is still ill.

From the beginning of 2017, state schools will be required to notify parents of any unexplained absence in the morning of that occurring.

Shorncliffe State School has already commenced this process. Teachers are required to mark class rolls prior to 9am, therefore any student arriving after the bell is required to obtain a late slip from administration staff at the office. As soon as possible after 9am admin staff will produce a report of any ‘unexplained absences’ for that day. The parents of students on that list will receive a text similar to:

‘Shorncliffe SS - your child has been recorded as being absent this morning without explanation. Please contact the school 3631 9222 IMMEDIATELY. ’

If parents do not respond to that text within 30 minutes the following process will occur:

1. Phone call to parent/s
2. After 30 minutes if there has been no response to initial phone call a second phone call will be made to parent/s
3. After another 30 minutes if there has been no response to second phone call a third phone call will be made to parent/s

If there is still no response from these actions the matter will be referred to the Principal for further action.

Parents of students who are away for more than 10 school days must complete an ‘Application for Exemption from Compulsory Schooling’. This document is to be completed for any reason including medical i.e. operations. The school Principal must approve this leave and it will be recorded on the students file. This form can be found on our website: https://shorncliffess.eq.edu.au/Supportandresources/Formsanddocuments/Pages/Documents.aspx