

CHSS Attendance Policy

Frequently Asked Questions



Q: My child has trouble waking up in the morning – is it okay to be late?

A: Arriving late to school is not okay, as it not only disrupts the class dynamic, but it also creates uncertainty as to the whereabouts and safety of your child. Management of student attendance is just one of the ways that the School keeps your child safe.

If a student is late to School, then the parent or carer must accompany the child to their class and sign the 'Arriving Late' register at the School Office.

If the student continually arrives late to school, the parents/carers of that student will be required to attend an interview with the School Administrator.

Q: Can my family take time off from school whenever we want?

A: No. The law requires each parent or carer of a child who is of compulsory school age (6.5 years old) to ensure that the child is enrolled and attends school on every school day unless the parent or caregiver has a reasonable excuse. A reasonable excuse may be illness, has an infectious/contagious disease or attending a family funeral. For the list of reasonable excuses please refer to the CHSS Attendance Policy.

Taking time off from School, just because you or your child feel like it, is considered an unreasonable excuse, by Education Queensland, and it is the School's responsibility to notify the relevant authorities if your child is absent without reasonable excuse.

Q: I want to go travelling. What do I have to do?

A: Holidays can be considered a 'reasonable excuse', however there is an exemption process that needs to be undertaken. Any Parent / Carer wishing to apply for an Exemption from Attendance must complete and return an 'Exemption Request Form' to the School Administrator for approval. These forms can be requested from our Student Services Officer (email: admin@chss.qld.edu.au).

For any absence of more than 10 consecutive school days, an Exemption is required. Depending on the circumstances, an Exemption may be granted for up to 110 school days in a year.

Q: Is it okay to have a 'happy home day'?

A: A 'happy home day' is not a reasonable excuse for being absent from school and is considered an unexplained absence. Unexplained absences or absences without a reasonable excuse may be reported to the relevant authorities (Child Protection Unit and Queensland Police).

Q: Do I need to tell the school if my child is going to be away for an appointment - like going to the dentist?

A: Ideally such appointments should be made outside of school hours, however in situations where this is not possible, the child's parent must complete the 'Departing Early' register at the School Office prior to collecting their child for their appointment.

Q: When do I need to get a medical certificate if my child is sick?

A: If your child is unwell, you must provide the school with an explanation for the absence. This may take the form of a written explanation note/email or phone call. If your child is unwell for longer than two days and your child visits your GP, please ask for a medical certificate and supply this to the School for our records.

If the absence is more than 10 consecutive school days for medical reasons, then a medical certificate will be needed to accompany your Application for Exemption.

Q: What happens if I do not contact the school and tell them why s/he is away?

A: It is the School's responsibility to follow up all unexplained absences with the parents/carers of the child as part of its duty of care for all students enrolled at CHSS. As such you will receive a phone call and/or email asking for an explanation regarding why your child is away.

When the School records show multiple unexplained absences or if your child is absent for extended periods, it is the School's legal responsibility to report the matter to the Child Protection Unit and the Queensland Police Service.

Q: When do I need to apply for an Exemption for an extended leave of absence?

A: When any absence is for more than 10 consecutive school days. This is called an application for an Exemption from Attendance for that period of time.

Q: How do I apply for an Exemption for an extended leave of absence?

A: Any Parent / Carer wishing to apply for an Exemption from Attendance must complete and return an 'Exemption Request Form' to the School Administrator for approval. These forms can be requested from our Student Services Officer (email: admin@chss.qld.edu.au).

For any absence of more than 10 consecutive school days, an exemption is required. Depending on the circumstances, an exemption may be granted for up to 110 school days in a year.