

# KENMORE STATE HIGH SCHOOL

## PROCESSES FOR ABSENCES, LATE TO SCHOOL, LEAVE PASSES, SICK AT SCHOOL



Education for Life

### ABSENCES

If your child is absent from school for any reason please advise the school by using one of the following options and provide your child's name, Care Class, reason for the absence, duration and expected return:-

1. Leave a message on the absence line on 3327 1577 which is accessible 24/7;
2. Send a text message to 0427 061 838;
3. Send an email to [absence@kenmoreshs.eq.edu.au](mailto:absence@kenmoreshs.eq.edu.au) (if you email teachers directly please ensure you send a copy to the absence email address as well);
4. QParents: <https://qparents.qld.edu.au/#/login>

If we have not received an explanation by 11.00am on the day of the absence a text message will be sent to you for you to advise the school.

### LATE TO SCHOOL

Students **MUST** sign in when they are arriving late to school.

Junior Students (Years 7, 8, 9) - sign in at S Block before 11.30 / after 11.30 sign in at the office

Senior Students (Years 10, 11, 12) - sign in at A Block (all day)

Students arriving late without an authorised explanation will be referred to their Head of Year and you will receive a text message to advise the reason. If you are aware your child will be late please advise the school **PRIOR** to arrival using one of the following options:-

1. Calling the school on 3327 1555;
2. Leaving a message on the absence line on 3327 1577;
3. Sending an email to [absence@kenmoreshs.eq.edu.au](mailto:absence@kenmoreshs.eq.edu.au);
4. Sending a text message to 0427 061 838;
5. Providing your child with a note to hand in on arrival;
6. QParents: <https://qparents.qld.edu.au/#/login>

### LEAVE PASSES

When your child needs to leave school early a **LEAVE PASS MUST BE ORGANISED PRIOR** to leaving the school grounds. Please notify your child's name, reason for the pass and the time they need to leave using one of the following options:-

1. Leaving a message on the absence line on 3327 1577;
2. Sending an email to [absence@kenmoreshs.eq.edu.au](mailto:absence@kenmoreshs.eq.edu.au) (if you email teachers directly please ensure you send a copy to the absence email address as well);
3. Sending a text message to 0427 061 838;
4. Providing your child with a note to hand in at the office;
5. Calling the school on 3327 1555.

Leave passes can be collected from the office before school, morning tea or during lunch.

**NB:** We understand there will be times when last minute leave passes are required and a class needs to be interrupted to get a message to a student, however **it is preferable to have as much notification as possible prior to save unnecessary disruption to classes and student's learning.** During assessment time we can only get a message to a student if it is an absolute emergency.

### SICK AT SCHOOL

If a student is sick during the school day, **the student needs to seek permission from their teacher** to leave class and go to sick bay. Office staff will then contact the parent to arrange collection if the student is too ill to remain at school.

**Students MUST NOT contact parents directly via their mobile phone or leave the school grounds without permission.**

**NB:** This is important as it is a safety issue and saves time for office staff to ensure you, the parent, are aware your child is unwell and to also provide the student with the appropriate care in sick bay until they are collected.

### EMERGENCY CONTACT INFORMATION IF PARENT/S AWAY

If you have organised for someone to care for your child while you are away would you please notify the school details of who will be looking after your child, including their contact details and the duration your child will be in their care while you are away so we are aware of who to contact in case of an emergency or if your child is sick at school. Please email [office@kenmoreshs.eq.edu.au](mailto:office@kenmoreshs.eq.edu.au).