



## ATTENDANCE

Under Queensland law, you must make sure your child of school age attends school all day and every school day unless they have an acceptable reason. Illness or competing in a school sporting event are acceptable reasons for being absent from school. Activities such as shopping, haircuts, having a day off for a birthday, visiting family and friends, or tiredness are not acceptable reasons for student absences. The Principal decides if the reason given for a child's absence is acceptable.

## ARRIVAL AND DEPARTURE

Children are expected to arrive **from 8.30am** and depart at 3.00pm. Two major points of entry and exit are located at the pick-up / set down area on Killarney Avenue and either through the pedestrian entry /school crossing on Glen Eagles Drive.

Outside School Hours Care is available for students from 6:30am for children needing to arrive at school early.

Children arriving at school before 8:30am must report to and then remain in the Undercover Area adjacent to the tuckshop area. At 8:40am, children will proceed to the area adjacent to their classroom.

Children who arrive after the commencement bell of 8.50am are to report to Student Services to be marked present on the roll. If a student arrives after 8:50am and does not go by way of Student Services they will more than likely have missed the class roll making and will be recorded as an unexplained absence. This will result in a text message being sent to the nominated parent.

Students collected before 3:00pm must be signed out at the Office by an adult who is either a parent or an Emergency Contact.

Children not collected by 3:20pm will be directed to wait outside Administration. Should children be still waiting when Administration closes, students will then be expected to attend After School Care at the parent expense. NB: The School Office closes at 3.30pm.



## **ABSENCE FROM SCHOOL**

It is school policy and expected that parents/guardians either email or telephone the school office on the FIRST day of a student's absence from school simply explaining that your child is absent and is in your care.

- Email address: [office@robinass.eq.edu.au](mailto:office@robinass.eq.edu.au)
- School telephone: (07) 55624 111 (Option 1)

If no notification is received by phone or email the absence will be recorded as unexplained. On a daily basis, an automatic text message is sent to the nominated parent of all students marked with an unexplained absence. The nominated parent is expected to reply by text giving a reason for the absence. All unexplained absences are followed upon automatically until a reason is received. The number of unexplained absences is monitored and followed up with a call from the office.

A review of student attendance is conducted each term. An interview is conducted with parents of students with a significant number of unexplained absences and those who have a high rate of absenteeism.

If the absenteeism continues a formal letter will be issued in accordance with education Queensland policy.

## **PARENT / VISITOR 'SIGN IN' PROCEDURE**

A 'sign in' system is in place for all visitors to our school grounds between 9 am and 3 pm, including parents.

Once school commences at 8:50 am each day any adult on our school grounds who is not a paid Education Queensland employee will be required to come through our main office and sign in and be issued with identification to be worn whilst on the school grounds. They will also be required to return to the school office to sign out. Part of this process will be agreeing to a Code of Conduct whilst on the school grounds and identifying the purpose of the visit, eg, volunteering in the tuckshop, uniform shop, library, garden club etc and the length of time required on the school grounds. We do not expect or accept parents without a legitimate purpose to be on school premises at any time. Parents are asked to not be on the school grounds to collect students prior to 2:55pm. Parents or adults collecting students from classrooms after 2.55pm will not be required to sign in at the Office.