. . . Student Absences and Sick Bay Procedure . . .

Full day absences and late arrivals

Please use one of the following options to report an absence:

Absence line (24 hour voicemail): 5459 7366
Absence Text: 0429 814 931
Absence email: student_absences@burnsideshs.eq.edu.au
Submit via the QParents App

Please state your child's name, the reason for absence and the duration of absence.

Early departures

For a **known** early departure:

- advise of early departure via QParents app, our designated text message number, email, or phone call
- your student should go to Student Administration in the morning to obtain an early departure slip
- student shows their teacher the early departure slip and is permitted to leave class
- student meets parent/guardian at Administration Office

For an **unplanned** early departure

- phone 5459 7333 and press option 1
- please phone ahead to give staff time to locate your student so they are waiting on your arrival
- please avoid arriving at the Administration Office to request collection of your student without prior notice

Sick Bay

- if a student becomes unwell during school, they come to sick bay
- admin staff will phone a parent to advise of illness and request early collection of student
- students **MUST NOT** contact a parent directly

. . . QParents App . . .

QParents External link is a secure, online portal that has been created by the Department of Education to provide parents of Queensland state school students with 24-hour access to their child's information.

The portal allows you to securely access information about your child and communicate directly with your child's school.

Features of QParents

QParents provides secure, online access to student information such as:

- attendance details
- behaviour
- report cards and assessment dates
- upcoming events
- timetables
- invoices
- payment history
- make online payments against school invoices
- student photo

What details can I update in QParents?

The QParents account owner can submit the following student details to be updated:

- change of address
- change of date of birth
- additional/changed medical conditions
- reasons for unexplained absences
- details of future absences

What do I need to register for QParents?

To register, you will need:

- your unique invitation code sent to you by your child's school
- an active email account
- each child's EQ ID number
- 100 points of ID to verify your identity