



Mackay Christian Colleges Ltd t/a

Mackay Christian College

a place where you belong

ABN 22 010 555 389 CRICOS 01085D

Absentee and Late Arrivals

During the year there may be times when your child needs to be absent from the College for different reasons, whether it be for illness, appointments or family reasons. There may also be times when they will arrive late to the College or have to leave early for an appointment.

It is important that the College is made aware of these times so that the students attendance records can reflect the type of absence, and if the absence was an **explained** absence or part absence.

Whenever your child is late to the College it is important that they sign in at the College Office or Junior School Reception. This way they can be marked on the roll as being present which helps us keep accurate details in case of an emergency evacuation.

When notifying the College we have a number of options for your convenience:

- a 24 hour hotline phone (4963 1199 - leave your child's name, class and a brief explanation)
- an email address (away@mccmky.qld.edu.au)
- printed slips which are available for you to complete and send with your child when they return to the College explaining their absence (these are available from the College Office or Junior School Reception)

If your child has been absent for three consecutive days and we have not received notification from you about this, the College will contact you for the relevant information.

If you have any questions or concerns about your child being absent or late, please contact the College Office on 4963 1100.

Cut out this handy slip and pop it on your fridge or in your purse or wallet, that way you'll always have the absentee information readily available. Why not save the 24 hour hotline number into your phone so you can ring it anytime to report your child's absences.



MCC: STUDENT ABSENCE

Absentee Hotline: 4963 1199

Email: away@mccmky.qld.edu.au