Kurunjang Secondary College
Student Illness and Early Departure Policy & Process

Help for non-English speakers.

If you need help to understand the information in this policy, please contact the college on **(03) 9743 9211** to organise a translation of this document.

RATIONALE

To ensure that Kurunjang Secondary College makes decisions relating to student attendance and departures which are guided by processes that are consistent, and in- line with the Duty of Care and Attendance expectations for all government schools.

PURPOSE

This policy ensures that students leaving school due to illness are managed safely, consistently, and in line with school expectations.
It:

- Ensures House Leaders and APs oversee all student departures.
- Prevents misuse of sick bay and early departure processes.
- Upholds the school's No Mobile Phone Policy, ensuring parents/guardians are contacted only through the school.

SCOPE

Students are not permitted to attend the General Office or Sick Bay to request to go home due to illness without approval from their House Leader or an Assistant Principal (AP).

Students must not use personal mobile phones to contact parents/guardians during the school day to arrange pick-up. All contact will be made by General Office Admin staff only.

POLICY AND PROCEDURES

Procedure for Illness During the School Day

I. If a student feels unwell during class:

•The student must obtain a written note from their classroom teacher.

•They must take the note directly to their House Office.

•The House Leader will assess the student's condition and determine if early departure is appropriate.

•If approved, the House Leader will provide a signed note or personally escort the student to the General Office.

•General Office Admin will contact parents/guardians and arrange pick-up.

II. If a student feels unwell during recess or lunch:

•The student must report directly to their House Office, not the General Office.

•The House Leader will assess the student and follow the same approval process as above.

No direct parent/carer contact by students:

•Students must not contact parents/guardians directly using personal devices during school hours.

•All communication will occur through General Office Admin staff after House Leader approval.

Exceptions

The only exception is when a student sustains a significant injury or requires immediate medical attention. In such cases, staff must follow Emergency Management procedures and contact the General Office immediately for first aid and parent/carer notification.

Consequences for Non-Compliance

To ensure consistency and fairness, the following will apply:

•Students who bypass House Leaders and present directly to the General Office may be returned to class or face disciplinary action (e.g., detention or reflection session).

•Students who contact parents directly via mobile phone will have their phone confiscated as per the No Mobile Phone Policy and may receive additional consequences for repeated breaches.

•Parents/guardians who respond to direct student messages will be contacted and reminded of the correct process to support student safety and school procedures.

•Repeated breaches by students may result in formal behaviour management action in line with the school's Student Code of Conduct.

Responsibilities

Students: Follow this process; do not bypass House Leaders or use personal devices to contact parents.

Teachers: Issue notes for unwell students and direct them to House Offices.

House Leaders/APs: Assess requests and authorise any early departures.

General Office Admin: Make all parent/guardian calls and record all departures.

Parents/Carers: Support the policy by waiting for school-initiated contact regarding illness.

Communication

This policy will be:

- Distributed to all families via Compass.
- Communicated to students in House assemblies and Home Groups.
- Briefed to staff during the next staff meeting and via email.

Date Implemented	29/07/2025
Responsible for Review	Kelsey Ryan, Assistant Principal
Review Date	29/07/2027