

Parent Guide

Student Absence Notification Process

Submitting via the College App



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Student Absentees

Short-term absences, such as when your child is unwell, should be reported before 8.20am on the day your child is absent. Other known short-term absences, such as appointments, can be logged ahead of the planned date, whenever possible. For long-term planned absences of three (3) school days or more, please complete an Extended Leave Application Form.

Parents are asked to submit short-term Student Absence Notifications via the College App or the College Website.

Submit via the College App

STEP 1: Download the Clayfield College App

Search for Clayfield College on the Apple App Store or Google Play to download the app.



Download on the
App Store



GET IT ON
Google Play



Clayfield College



Clayfield College

Education

DOWNLOAD

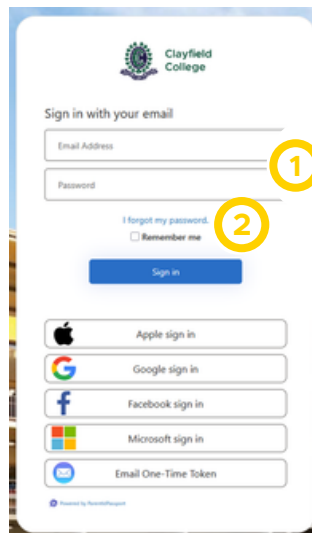
STEP 2: Log into the College App

When you launch the College App, a login page will appear.

Choose your Clayfield College Profile.



If you require assistance, please contact the College ICT team via ITSupport@clayfield.qld.edu.au



1

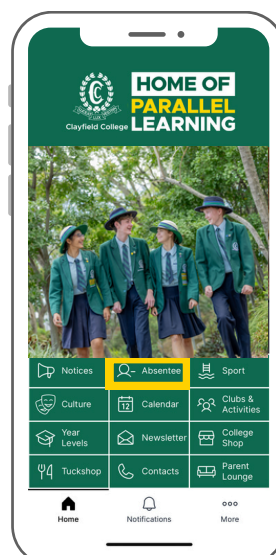
Enter the email and password you use to login to Parent Lounge.

2

The Forgot Password link will generate a secure email to the email address you have supplied the College. Use the links in that email to create your own password.

STEP 3: Create an absence notification

On the Clayfield College App homepage, click on the "Absentee" tile. This will take you directly into Parent Lounge where you will be able to submit a student absence notification.



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STEP 4: Provide absence notification details

- 1 Select your child and choose the date, type of absence and reason for their absence. There will also be opportunities to provide additional information such as comments, instructions, the ability to attach a medical certificate and advise if your child will be absent for any co-curricular activities.
- 2 From the dropdown menu select the **Types of Absence**. If you select Early Departure, you will be asked to select what time your child will be departing the College. The Late for School option will prompt you for the time they will be arriving at the College. Please note: The prompt will automatically select the current time.
- 3 From the dropdown menu select the **Reason for Absence**
 - Appointment
 - Family Reason
 - Sick
 - Trouble with Transport
- 4 To complete the student absence notification press "+ Submit New"

The screenshot shows the 'Student Absence Notification' form. Yellow arrows indicate the following steps: 1. An arrow points to the 'Student' section where 'Student 1' is selected. 2. An arrow points to the 'Date From' and 'Date To' dropdowns, both set to '06/10/2026'. 3. An arrow points to the 'Type of Absence' dropdown menu. 4. An arrow points to the 'Reason for Absence' dropdown menu. 5. An arrow points to the '+ Submit New' button at the bottom right.

Student Absence Notification

* Student
☒ Student 1
☐ Student 2

* Date From
06/10/2026

* Date To
06/10/2026

* Type of Absence
[Dropdown menu]

* Reason for Absence
[Dropdown menu]

Comment
0 of 1500
[Text area]

Instructions
0 of 1500
[Text area]

Attach Medical Certificate
☐ Student 1
Drop file here - or -
+ Choose

Extra Curricular Absences
No Extra Curricular rolls found.

+ Submit New

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Student Absentees

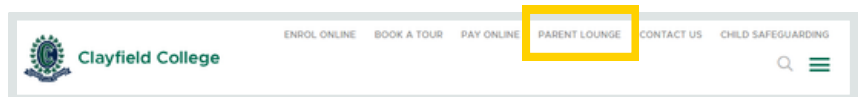
Short-term absences, such as when your child is unwell, should be reported before 8.20am on the day your child is absent. Other known short-term absences, such as appointments, can be logged ahead of the planned date, whenever possible. For long-term planned absences of three (3) school days or more, please complete an Extended Leave Application Form.

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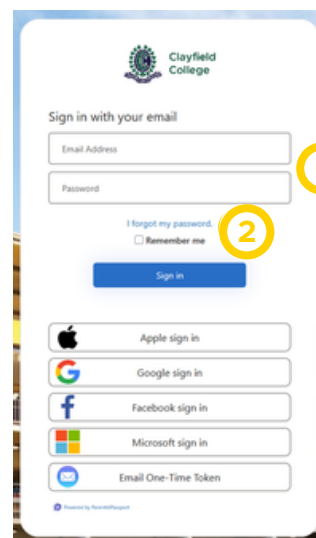
Submit via the College Website

STEP 1: Visit www.clayfield.qld.edu.au

From the top menu of the College Website, select "Parent Lounge".



When you click the Parent Lounge link, a login page will appear.



1 Enter the email and password you use to login to Parent Lounge.

2 The Forgot Password link will generate a secure email to the email address you have supplied the College. Use the links in that email to create your own password.

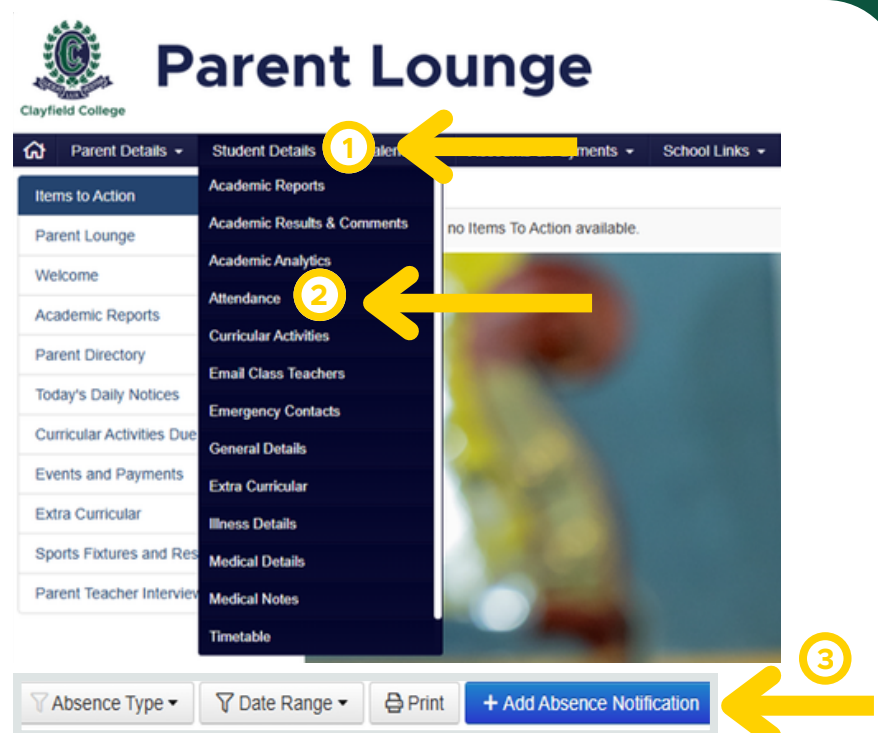
If you require assistance, please contact the College ICT team via ITSupport@clayfield.qld.edu.au.

STEP 2: Create an absence notification

1 Click on "Student Details" on the top menu bar.

2 Click on "Attendance" from the drop down menu.

3 You will then be shown a list of absences for your child as well as some options on the top right menu. Click on "+ Add Absence Notification".



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STEP 3: Provide absence notification details

Select your child and choose the date, type of absence and reason for their absence.

There will also be opportunities to provide additional information such as comments, instructions, the ability to attach a medical certificate and advise if your child will be absent for any co-curricular activities.

To complete the student absence notification press "+ Submit New".

Student Absence Notification

* Student ☐ Student 1 ☒ Student 2

* Date From 25/03/2026 * Date To 25/03/2026

* Type of Absence

* Reason for Absence

Comment 0 of 1500

Instructions 0 of 1500

Attach Medical Certificate ☐

Drop file here - or -

+ Choose

Extra Curricular Absences No Extra Curricular rolls found.

Cancel + Submit New

Additional details

From the dropdown menu select the Type of Absence. If you select Early Departure, you will be asked to select what time your child will be departing the College. The Late for School option will prompt you for the time they will be arriving at the College. Please note: The prompt will automatically select the current time.

Late for School

Absent - Whole Day

Early Departure

Late for School

From the dropdown menu select the Reason for Absence.

Appointment

Appointment

Family Reasons

Sick

Trouble with Transport