Absences

Absences are entered on the timesheet by clicking the **'Absent'** button on each session.

Additional Absences

If a child's YTD absences have exceeded 42, you can select a valid absence reason for additional absences.

The valid additional absence reasons include:

- Illness (Medical Certificate)
- Non-Immunisation
- Rostered Days Off
- Rotating Shift Work
- Temp School Closure/Pupil-Free
- Shared Care Arrangements
- Attendance At Pre-school
- Exceptional Circumstance

Helpful Hint:

See the CCMS Child Care Service Handbook for details on additional absence days, and supporting documentation information.

Exceeded Absences – with valid reason

Update the timesheet and absences as normal.

On the absent session, click the arrow and select **'Session Settings'.**

The following window will appear:

Select the relevant absence reason from the dropdown box and click **'Save'.**

Absence Reason

If you have exceeded your number of eligible year to date absences (usually 42 days), you must provide a reason to receive Child Care Benefit for this session.

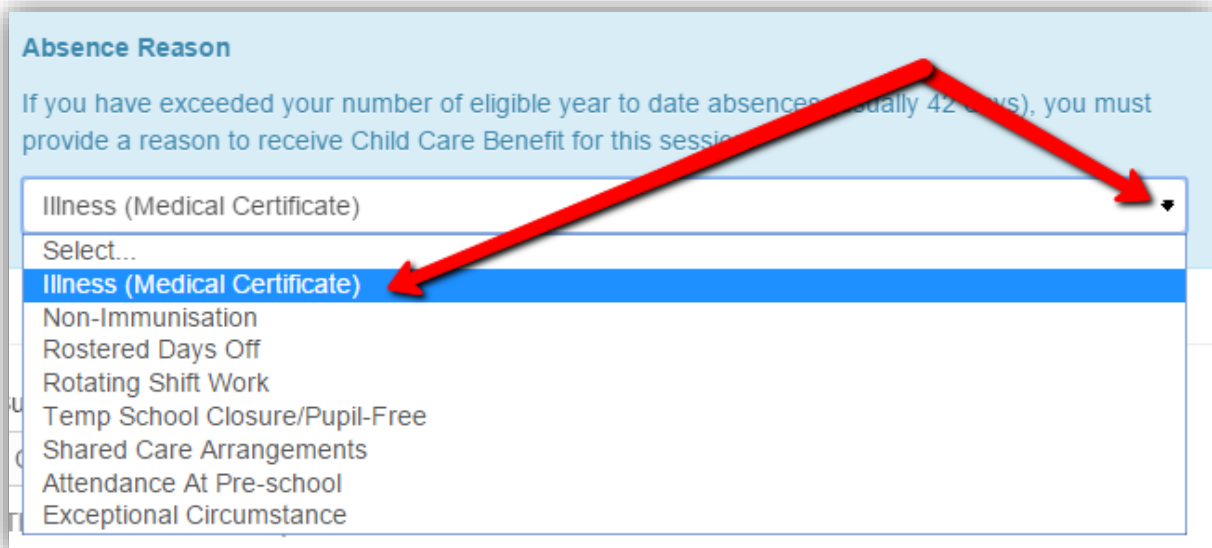Illness (Medical Certificate)

Select...
Illness (Medical Certificate)
Non-Immunisation
Rostered Days Off
Rotating Shift Work
Temp School Closure/Pupil-Free
Shared Care Arrangements
Attendance At Pre-school
Exceptional Circumstance

You may now save the timesheet and submit to CCMS.

Exceeded Absences – no valid reason

Update the timesheet and absences as normal.

Save the timesheet.

The following warning will appear:

Warning: The selected child has reached their 42 absence days within the financial year. An absence has been identified within this timesheet.If this is an approved additional absence, then an absence reason must be selected in the session settings.
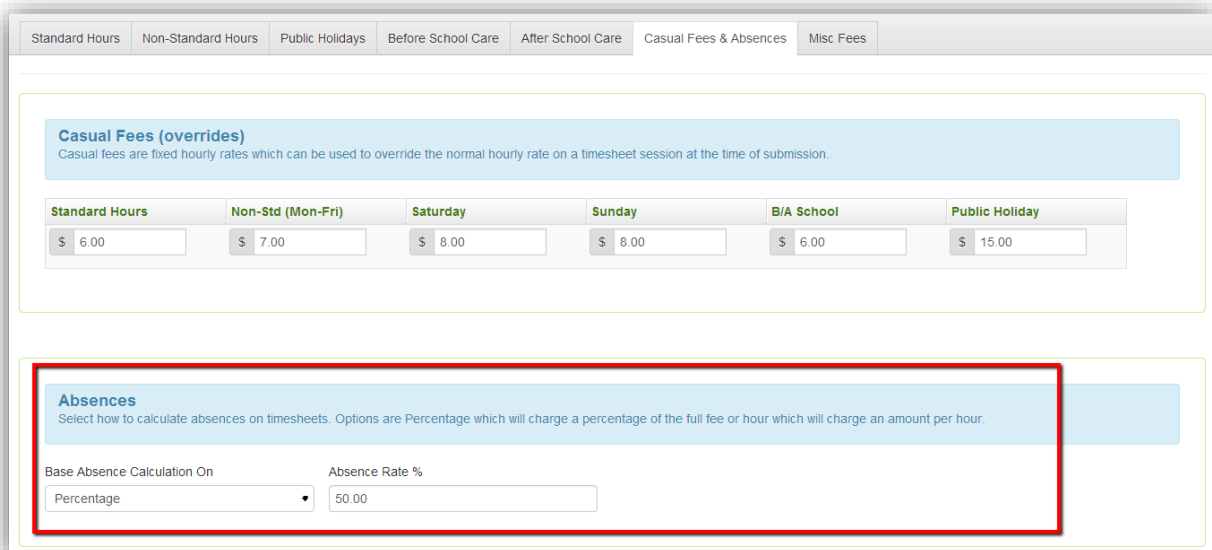
OK

Click **'OK'.**

Ignore the warning and do not enter a reason. When the attendance record is submitted to CCMS, the absence will be reported as a non-eligible absence.

Applying the Absence Rate

You may choose to implement a different rate for absences. This rate will be specified in the fee schedule, under **'Casual Fees & Absences'**.
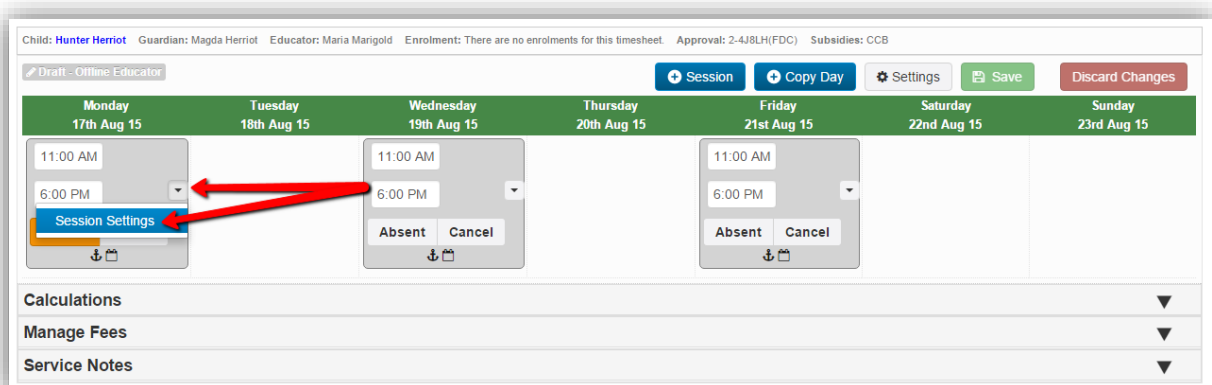
To apply this rate to absent days, follow the below process.

On the absent session, click the arrow and select **'Session Settings'.**

The following window will appear:

Tick the box **'On absence apply override rate'.**

Click **'Save'**.

The absence rate will now be applied to the session. You will need to complete the process for other absent sessions within the day if there are multiple sessions.

Click **'Save'**.

Helpful Hint:

To confirm that the absence rate has applied, click the 'Calculations' button. You can view the breakdown of fees and ensure the rate has applied as expected.