



ATTENDANCE POLICY

STUDENT PROCEDURES

Students are expected to arrive on time for the start of each lesson and have the required material for that lesson.

Early Start Lessons (Year 12 only):

- students arriving late must move directly to their early morning class
- class teacher will record late arrivals and non attendance on ID Attend
- class teacher will 'validate' reason or provide a consequence for non-validated reasons

Form Class:

- students arriving late to school must move directly to their Form class
- Form teacher will record late arrivals and non attendance on ID Attend
- class teacher will 'validate' reason or provide a consequence for non-validated reasons

Period 1

- students arriving late to school must **report to the office** to sign in and receive a 'late arrival' slip
- student absence or late arrival to period 1 will be followed up by the classroom teacher
- teacher will 'validate' reason or provide a consequence for non-validated reasons

NOTE: Form and Period 1 attendance records must be entered into ID Attend by 9.45am daily. The school will send Text messages to the primary parent / guardian contact to advise them of a student's late arrival or non attendance to Form or non attendance to period 1. Period 2,3 and 4 roll marking must be entered by the end of each day.

Periods 2,3 and 4:

- A '7 minute' warning bell is sounded at the start of the day and prior to the end of each lunch break. Students are required to ready themselves for class and be at the class on time for the scheduled starting time of the lesson
- class teacher will record late arrivals and non attendance on ID Attend
- class teacher will 'validate' reason or provide a consequence for non-validated reasons
- "Late" is defined as having no reason acceptable to the classroom teacher for not being in attendance by the scheduled start of the lesson

NOTE: Students arriving late with non-validated reasons can expect to receive a disciplinary consequence from their classroom teacher. Repeated late arrivals and non attendance will be reported to Head of Departments for action. Students are required to catch up with work missed during their absence.

WHOLE DAY ABSENCE:

- students recorded as absent from school must have their absence validated by a parent / guardian through contact with the school by;
 - (a) Phone call to the student absence line on 3550 5760, operational 24 hours a day
 - (b) Text message reply
 - (c) Phone call to the school on 3550 5777
 - (d) Provide a note to the student to be handed to the Form teacher on the day of their return

LEAVING SCHOOL EARLY:

- students must attend the office to request leaving the school early
- the request must be validated by a parent/guardian phone call to the office or by note, prior to the student departure from the school
- 'Leave passes' will be issued from the school office before the start of classes or during breaks