

# Attendance

Attendance is a legal requirement which is your responsibility as Parent/Guardian. Teachers keep records for every period and these are reviewed by our Student Services team and Regional Office. Students should strive to minimise school absences. Parents/Guardians are required to provide evidence of student absences, most commonly with medical certificates.

An absentee note signed by the parent/guardian or a medical certificate must be produced within two days of that absence. Notes need to include student name, year, date of absence and the reason. Notice may be given by telephone before 9.30 am to Student Services, phone: 6274 0331 on the day of absence.

Student attendance is regularly monitored and parents informed of absences. Student Services will assist parents and students in clarifying attendance issues and the school rules.

Student attendance is recorded on their reports.

**Attendance is a legal requirement until the end of the year in which a student turns 17.**

## Special Exemptions

A student may be permitted to leave school before the end of the seventeenth year if they are employed in a secure and guaranteed full time job or enrolled in a special course/TAFE, Traineeship or Apprenticeship, including midyear entry. Parents and students must complete a Notice of Arrangement form (supplied by the school). Final approval can only be granted by the Minister of Education.

## SMS Absentee Messaging

Parents will be notified of daily absentees via SMS. Once a student has been registered as absent from school, an automated SMS message will be sent to the parent's mobile phone, usually by 10.30 am.

## Truancy

Student absences are recorded during the first lesson of each day, and checks are made during each class session for the remainder of the day. Variations are noted and parents contacted if truancy is suspected.

## Sickness

In the case of absences extending beyond 2 days, the school must be informed after the second day and a medical certificate provided with the absentee note. This is particularly important for students receiving government Assistance (e.g. Youth Allowance) or for senior

students who are absent for assessment items (i.e. tests, examinations etc.). Wherever possible, parents are urged to make private appointments for their children out of school hours. If an appointment during school time is necessary students must obtain an "Early Leaver's Pass" from Student Services.

## Leaving School Grounds

During the school day, no student is to leave the school grounds unless they have an Early Leaver's Pass, which is only provided after a note from a parent/guardian. For example, any student with a valid reason wishing to leave school before 3.00 pm must have a request note from a parent/guardian or an appointment card (doctor, dentist etc.). Details must be entered into the early leaver's book in the Student Services office.

## Late to School

Students arriving after 8.55 am, with a note or NO Smartrider, must report to the Student Services office and receive a late note before going to class. Students arriving late with JUST a barcoded Smartrider can sign in at Front Office.