ATTENDANCE POLICY

Students are expected to attend and to be punctual in their observation of the school routine unless a valid reason exists.

School Hours

School hours are from 8.25 am to 2.30 pm. Students are encouraged to be at school by at least 8.15 am to allow them to prepare for the school day. It is important to note that students should not be on school premises before 8.00am and after 4.00pm unless attending an organized school or community function.

Absences

A written note or phone notification is required for - absences, late arrivals, early departures, or to be excused from a normal part of school routine.

If a student is absent without reason a ‘text message’ is sent to inform the parent/carer of absence, the parent/carer should then contact the school providing the reason for absence.

Late arrivals to school

Students are expected to be on time to school. Students late to school must report to the student counter in the office with a note and collect a late slip to be admitted to class.

If no note is provided the student will be placed on after school detention, a ‘text message’ will be sent to inform the parent/carer of the detention. Failure to attend the first detention without a valid reason being given will initiate a second detention. Failure to attend the second detention without a valid reason being given will result in a 2 day suspension.

Late arrivals to class

If for any reason a student is late from one class to another the student must have a late note from the teacher who delayed them. If a student is late to class from an appointment at the office or with a student support person they will have a slip from the office.

If a student has no valid reason the time lost it is to be made up with the classroom teacher.

Leaving Early

In exceptional and unavoidable circumstances, students are given permission to leave early. To leave early a student must provide a note before the start of the school day detailing the reason for the need to leave early. Medical or dental appointments are two acceptable reasons. An Early Leavers Pass is issued and must be presented when requested by staff.

Sick students

Sick students report to the office where an assessment of their condition is made and a call is placed to the parent/carer.