

ATTENDANCE POLICY

Children between the ages of six years and below the minimum school leaving age are legally required to attend school. All students must complete Year 10.

After Year 10 – and until they turn 17 – students must be:

1. in school, or registered for home schooling, or
2. in approved education or training (eg TAFE, traineeship, apprenticeship) or
3. in full-time, paid employment (average 25 hours/week) or
4. in a combination of work, education and/or training.

Once children are enrolled, parents are legally required to send them to College every day that the College is open for instruction or participation in College activities, such as sports days. A small number of absences may be justified if a child:

- has an unavoidable medical or dental appointment (preferably these should be made after College or during holidays)
- has to go to special religious ceremony
- is required to attend a serious and/or urgent family situation (e.g. a funeral)
- is too sick to go to College, or has an infectious illness.

When children have poor attendance at College they miss out on curriculum content, their learning routine is broken, they can lose confidence and it hinders their social and emotional development.

The College is legally required to follow up on student absences.

ROLL MARKING AND LATE ARRIVALS

The roll is marked each morning. Students not present at the morning assembly for Junior School and by 8.30 am for Senior School are deemed to be absent.

Students who arrive late must report to the Office to receive a late pass before proceeding to class.

ABSENTEE NOTIFICATION PROCESS

Parents should contact the Office by phone or email when a student is unable to attend College for the day.

Verification of the absence reason via the Parent Portal/App must be completed within seven days of the absence. Notations in the student diary are not sufficient.

The number of days absent is recorded on a student's report each semester. Late arrival and partial absences are also recorded on the student's report.

An excessive number of days missed can compromise a student's progression to the next year or the award of a Higher School Certificate.

LEAVE DURING TERM TIME

For Elite Sport or Employment in the Entertainment/Hospitality Industry

In line with Part 5 of the Education Act 1990, parents who wish their child to be absent from College during term time to take part in non-school related elite sport or for employment in the entertainment industry, must ensure they have received the required Certificate for "Exemption from Attendance at School" from the Principal at least 7 days prior to the first day of absence. This certificate can only be provided by the Principal on his receiving the completed "Application for Exemption from Attendance at School" at least 14 days prior to the first day of absence. These application forms are available from the College website (via the Portal link to Student Forms). College fees continue to be payable during these absences. Teachers are unable to provide work for extended periods but can make suggestions for study whilst the student is away.

Leave for a family holiday is **not considered for an exemption** and the leave is recorded as a reportable absence. Request for other leave should be made in writing to the Principal along with a justified reason for absence.

LEAVING THE COLLEGE DURING THE DAY

Students may not leave the College during the day except in the company of their parent or guardian. Parents should contact the College in advance and call at the College Office to sign-out their child should departure be necessary prior to 3.00 pm for Prep and 3.10 pm for the Junior and Senior School. Parents are not to go directly to the classroom to pick up their child. They must go to the College Office where staff will make arrangements for the child to come to the Office to meet their parent. Unless an emergency, students should be picked up at the start or the end of recess and lunch.