



# Attendance Procedures

## **The Attendance Policy & Responsible Behaviour Plan is to be read in conjunction with these procedures.**

Attendance is first recorded during Period 1 each morning and each lesson thereafter. Students need to ensure they are present in each class on time for formal roll marking every lesson. Teachers will only mark students present if they are physically present in the classroom.

### **Students arriving late to school**

- Students are to present at the Attendance window at the Office.
- Parents/Caregivers must have entered an Attendance Note in Compass to explain why the student is late. If the Parent/Caregiver sends a written note it is to include the student's full name, year level, reason for being late, parent name, phone number and parent signature. Alternatively, parents can phone the Attendance line on 3491 5447.
- Students who arrive late to school without an Attendance Note in Compass are to present to the Attendance window at the Office. The Office staff will issue the student a detention.
- Consistent late arrivals to school without permission will result in further follow up with consequences issued by Year Level Co-ordinator (YLC) and/or the Year Level Deputy Principal.

### **Students leaving school for early departure**

- Student to present to student desk at the office prior to 8.45am. Parent/Caregiver are to have entered an Attendance Note in Compass.
- Note to include student full name, year level, reason for departure, parent/carer name & phone number and parent/carer signature
- Office to phone parent/carer to confirm early departure (if required)
- Office to issue student leave request for the time of departure
- Teacher is to check Compass for Attendance Note.
- Student to wait at office until parent/emergency contact arrives to collect student
- Students are not permitted to walk home, ride bike or catch train/bus during school hours due to our duty of care for student safety
- Office to issue Leave Pass.

***Whilst we understand there may be urgent circumstances where students are required to be collected early, Admin staff are unable to contact students whilst in class, as this interrupts the learning of all students in the classroom who are actively engaged in learning.***

### **Students leaving school from the Health Room**

- Students who present to the Health Room and need to go home – call parent to arrange collection of student
- If parent unable to collect, the Health Room will organise an emergency contact to collect the student
- Students are not permitted to walk home, ride bike or catch train/bus during school hours due to our duty of care for student safety
- Students are to stay in the Health Room until parent/emergency contact arrives at school
- Parent/emergency contact to come to Office to collect student
- Office to contact the Health Room when parent/emergency contact has arrived for student to be sent to the Office. Health room to issue Leave Pass.

***Students are not permitted to phone parents directly when feeling unwell.***

***All first aid is required to be managed through the Health Room located in the Resource Centre.***

### **Students late to class**

- If a student is late – teacher issues detention or consequences to make up missed time (focus upon restorative process)
- Student leaves class without permission (truants part of the lesson) – Respective HOD issues Afterschool Detention
- Student truants the entire lesson – YLC issues Afterschool Detention.