



## ATTENDANCE PROCEDURES

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

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

### Students arriving late to school

- Students to present to the Attendance Officer at the Resource Centre with a note from the parent. The note to include student 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 a note from the parent/carer are to present to the Attendance Officer at the Resource Centre who will contact parent to inform of student late arrival. Student is issued detention by Attendance officer
- Consistent late arrivals to school without permission will result in further follow up with consequences issued by Year Level Co-ordinator (YLC)/Deputy Principal

### Students leaving school for early departure

- Student to present to student desk at the office prior to 8.35am with note from parent/carer
- 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
- Student to present leave request to teacher at time of departure
- 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 sick bay

- Students who present to sick bay and need to go home – call parent to arrange collection of student
- If parent unable to collect, they will need to organise an emergency contact to collect
- 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 sick bay until parent/emergency contact arrives at school
- Parent/emergency contact to come to office to collect student
- Office to contact sickbay when parent/emergency contact has arrived for student to be sent to office. Sick bay 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 sick bay located in the Resource Centre.***

### Students late to class

- If a student is late up to 10 minutes – teacher issues detention (focus upon restorative process)
- Late more than 10+ minutes – consequences from the respective HOD – lunch/afterschool detention
- Student leaves class without permission (truants part of the lesson) – Respective HOD issues afterschool detention
- Student truants the entire lesson – YLC issues afterschool detention/contact DP for further follow up.