



ATTENDANCE POLICY

Attendance is compulsory for all students who have not completed Year 10 or who have not turned 16 years of age.

Students over 16 years are obviously at school to obtain the award of a certificate.

A condition of the award of these certificates is that students are in full-time attendance at school.

Late Arrival – All late arrivals **MUST** report to the office with a note of explanation. A slip is issued and **MUST** be signed by a Deputy Principal. A copy is to be given to the class teacher. Late arrival without a valid reason will mean the student will be issued with a 30 minute after school detention to be completed the following day.

Leaving the school grounds - Leave Passes from the office are required for any students leaving the school grounds. Shopping areas are out of bounds during lunch time. Students leaving the school for any reason must sign out and in at the office, and provide written explanation to a Deputy Principal.

Absence – **Any absence** by a student **must be explained by a note addressed to the Principal**. Where the need for leave of absence can be foreseen a prior written request should be made. In general, students are not granted leave for absences which can be avoided.

Should absences occur at examination and test times, students must produce evidence of special circumstance to be eligible to sit examinations as soon as possible after returning to school. Absences from semester exams must be supported by a doctor's certificate. Failure to produce medical evidence for such absences may disqualify students from any award. (see *assessment policy page 11*)