



Attendance / Signing out of school

The purpose of this letter is to outline our procedures around absences from school (full day and partial absences). Educational studies consistently show a link between regular student attendance and the successful achievement of learning outcomes. We recognise the central role of parents in supporting and encouraging good attendance among the student body.

We would like to remind parents of the importance of providing a note of explanation (in the student journal or on VShare) for all absences from school. For our students to take full advantage of the educational opportunities offered in school, it is vital that each student is at school and on time every day, unless the reason for absence is unavoidable. Our established procedures require parents to contact the school in advance to let us know if a student is going to be absent (via VShare or a note in the journal) thereby providing a written explanation to account for all absences.

Parents and students are asked to ensure that appointments such as GP visits, physio etc. are made outside of school times, if at all possible. When a student is being signed out, a note of explanation (in the student journal / on VShare) must be presented **before leaving the school**.

The safety and welfare of our students is a primary concern. If a student leaves the school without presenting a note (in the journal or on VShare) they will be considered to be AWOL (absent without leave). Unauthorised absence from school is a breach of school discipline and the usual sanction of detention will apply. Notes being presented after the fact cannot be entertained in such instances.

We appreciate your support with this matter, as we work together to prepare our students for the realities of the world of work and further study.

Mr. Paul Burke

Principal.
