

ATTENDANCE AND LATENESS

Attendance

Students should be at school by **8.40 am**. It is an expectation that students arrive with enough time to go to their locker, collect their books/materials for Period 1 and 2 and be lined up when the bell goes.

Bell Times 2016

8.45am	Warning bell
8.50am – 9.47am	Period 1
9.51am – 10.48am	Period 2
10.48am – 11.07am	Recess
11.12am – 12.09am	Period 3
12.13am – 1.10am	Period 4
1.10am – 1.53am	Lunch
1.58am – 2.55am	Period 5

Lateness

Students who arrive late must sign in at the relevant Middle (7-9)/Senior (10-12) School Office upon arrival and should have a note explaining their lateness (unless a parent has approved this lateness via Compass). Additionally, if they miss class time, then they will be expected to catch up on all work missed. If lateness is an ongoing issue further consequences will be set.

Absences

If a student is absent parents can access the Compass program and enter the date and reason why the student will be away. Alternatively a signed note can be sent with the student on their return to the College and handed to their Period 1 teacher or a call to the College Absence line on 5979 3511.

If a student's overall absence falls below 95%, parent contact will be made and a Student Support meeting arrange. A student cannot learn unless they are present!

Please note: A student may have permissions revoked for extra-curricular activities if their attendance rate is not satisfactory. (eg sporting events)

If the absence is going to be long term please advise the College ASAP.

Out of School Passes

If you need to collect your student from the College before the end of the school day you are to supply them with a note clearly stating the date and time that the student will be leaving the College grounds.

Students are to show the note to their Coordinator or Learning Level Leader, who will sign it. Then, when it is time, hand the note in to the relevant Office as they sign out before leaving the College.

Pass outs for lunch are not permissible.

For reasons of personal safety, no student is permitted to leave the College grounds. In exceptional circumstances they will need to see an Assistant Principal who will make contact with home. Students then sign out at the relevant Office before leaving. If a student is to return during the day they must sign in at the relevant Office immediately on their return.

Evaluation: *This policy will be reviewed as part of the College's review Cycle*