

# ATTENDANCE POLICY & PROCEDURES

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## SCHOOL ORGANISATION - ATTENDANCE:

Daily attendance is required. Absences impact negatively on learning opportunities and on student assessment. Classes commence at 8.35am and conclude at 3.20pm. No responsibility can be taken for students who arrive before 8.15am or who remain after 3.45pm unless participating in official College business.

## STUDENT LATENESS

Please ring the 24 hour Absentee Line on 9405 0599 to advise Student Administration if your child is going to be late. Students who arrive late at school for whatever reason, **MUST** report to Student Administration to obtain a Late Stamp in the Planner, before proceeding to class. Parents should complete the form in this Planner. Students who are consistently late or have unexplained late arrivals will be placed on detention.

## STUDENT ABSENCE

In the case of student absence:

- Parents please ring the 24 hour Absentee Line on 9405 0599, by 8.30 am, leave your child's name, Homeroom and reason for absence.
- The College will notify parents and caregivers by an SMS on their mobile phones if students are absent or late to school without reason. This will occur each day starting at approximately 11.15 am. It is parental responsibility to provide current mobile numbers to the school.
- Please complete the form in this Planner. The student will show their Homeroom Teacher this form on the day they return to school. Alternatively, students may submit a note from a parent/guardian.
- It is stressed that a written parental communication is required for absences or lateness.

## STUDENT ILLNESS

- Where students become ill at school, they will remain in the sick room for approximately 30 minutes.
- If, at the end of this time, the student is not fit to return to class, the parents will be telephoned and asked to collect their child.

- Should a student require the administration of medicine during the school day, the medicine is to be lodged at the Office each morning. It will then be administered at the appropriate time by Student Administration.
- A 'Medication Administration Request Form', at the back of this planner, must be completed for every course of medication requiring administration or monitoring by College staff.

Medication, apart from a puffer, is not to be kept on the student's person or in any place at the school other than that outlined above.

### **ABSENCES DURING TERM TIME FOR FAMILY HOLIDAYS**

Parents are strongly discouraged from taking their children on holidays during Term time. Opportunities for this exist through the more than 12 weeks of scheduled school holiday time. Students miss out on valuable learning experiences as well as assessments. If parents deem it absolutely necessary to remove students from school for recreational holiday purposes, adequate prior written notification must be given to the Homeroom teacher. Teachers are not expected to prepare extra work for these students; however, outlines of work and assessments to be covered are provided for in the Subject Outline distributed by the Learning Areas. An appropriate form is available from Student Reception.

See also Assessment Policy Procedure p. 20-21.

### **NON-PARTICIPATION IN PHYSICAL EDUCATION**

Students not participating in Physical Education classes due to illness/injury must provide parental notification. In the case of extended periods of non-participation (three or more lessons), a student must provide a medical certificate.

### **STUDENT APPOINTMENTS**

- If a student needs to leave the College during the day for any reason, the form in this Planner should be completed by the parent on the day of the appointment.
- This form is to be presented to the Home Room Teacher in the morning and the subject teacher at the time of departure.
- The student is to take this Planner to the Office and show the form, immediately prior to leaving school. **Parents/Guardian are to collect the student from the Administration office.**
- Upon returning to the College the student is to check in at the office, to obtain a late stamp in the Planner before returning to class.

## **STUDENT DRIVERS**

Students are encouraged to defer taking time for driving lessons with the associated distractions of having a driver's licence, until after Year Twelve has been completed.

Year 12 students are required to apply through their Year Coordinator if they wish to drive to school. Application forms outlining the associated conditions are available at Student Administration.

Other students are not permitted to drive to school. Students may not be a passenger in a vehicle driven by a student unless the College receives a written parental request and the Deputy Principal gives written permission.

Absences from school for the purpose of driving lessons and/or tests cannot be supported.

## **STUDENT REFERENCES**

A proforma sheet is available from Student Administration. Students must complete this form when applying for a College reference.

## **WITHDRAWAL OF STUDENTS**

Please give one Term's notice in writing of the withdrawal of your son/daughter from Mater Dei College. Failure to give this notice may result in one Term's fee being charged.

**Students need to complete an "Exit Form" and appropriate Department of Education Form available from the student's Year Coordinator.**

## **VISITORS**

For reasons of security and for management of personnel in emergencies, the following applies for all visitors to the College during business hours:

1. Report to the Reception desk in Administration
2. Wear a "Visitor" badge if proceeding to the College grounds.
3. The privilege to visit is at the discretion of the College Executive.