STUDENT ATTENDANCE POLICY

Children aged 6 to 17 years inclusive are required by legislation to attend school every school day unless there is a reasonable excuse for non-attendance. De La Salle Senior College, Cronulla is a Stage 6 educational provider which is classified as a non compulsory educational pathway. The College requires that all of its students attend school during normal school hours of every school day unless there is a reasonable excuse for non-attendance. Students who have study periods at the start or end of the day are not required to be at school during these times.

ATTENDANCE PROCEDURES

1. On arrival at school, students are to remain within the boundaries of the school property. With the exception of early leave approval, no student shall leave the school premises before the end of the school day without the permission of the Year Coordinator. Once approval has been granted students must sign out at Student Services before leaving the College.

2. Homeroom Teachers shall record absences from their Homeroom Class during morning administration on their laptop computers.

3. Homeroom Teachers will monitor each student’s pattern of attendance and advise the Year Co-ordinators of any concerns. Year Co-ordinators will contact parent/guardian(s) to discuss these concerns. If an unsatisfactory pattern of attendance continues, the Year Coordinators will send a letter together with the student’s absentee record to the parents and a copy placed in the student’s file.

The Board of Studies requires that students attend classes so as to meet a minimum number of outcomes for each course being studied. The College has set that 85% attendance is the minimum level of attendance for this requirement. However, each case will be looked at on an individual basis.

4. Students who arrive late to school are to report to Student Services. They are to swipe their library card to register their lateness. Students are to stick the self adhesive label displaying the time and reason for being late in their College diary on the late to school register. This register needs to be signed by the student’s parent/guardian that night. Repeated lateness to school (3times) or failure to report to student services will result in an afternoon detention.

5. Students who wish to leave the school before the end of the school day must take a written parental/guardian request to their Year Co-ordinator who will give the student a blue approval form (Which has been signed by the Year Coordinator). Students present the blue approval slip with the parental note at Students Service at the time they wish to leave to sign out. Students will need their library card to sign out. If the Year Co-ordinator refuses the leave, they will inform the parents/guardians immediately.
6. Students who have been granted partial leave by the Year Co-ordinator will attend Student Services at the time of departure, and present the signed leave slip. The student is signed out at the office.

7. Students who become ill at school are to report to Student Services. If the student is returned to class from Student Services, the time of arrival and departure from Sickbay will be recorded in the diary.

8. Parents/Guardians of students who are too ill to return to class will be notified by the office staff, who will monitor the students until they are collected by their parents/guardians. The office attendant will record this information, which will be reflected in the updated First Class Attendance printout for that day.

9. Parents/Guardians of students who are unable to attend school are expected to telephone the main office on the day of absence and are to provide a written explanation of the absence on the day the student returns to school.
   - If a student does not provide a written explanation from their parents on the day of their return, the Homeroom Teacher will:
   - Day 1 - Remind the student and have them place a note in their diary.
   - Day 2 - If no note is received on the following day, remind the student that a detention will be issued on the next day if a note is not brought in.
   - Day 3 - If still no note, the Year Coordinator is informed.

10. If any student is absent from school for three consecutive days without verbal parental notification, the Year Co-ordinator will telephone the parents/guardians to obtain the reason for the absence.

11. Any student requesting leave from school for more than a day for reasons other than illness must seek approval from the Principal. An Exemption From School Form needs to be collected from the student’s Year Coordinator, completed by the Parent/Guardian and submitted to the Principal for approval.

12. Students who have a study first period on a day are not required to be at the College until the commencement of period 2. Students who have a study period 5 are permitted to leave school at the beginning of lunch on the designated day. Students who have early morning classes for hospitality will also be permitted to leave on a designated day at lunchtime in lieu of the period 0. Students must have their timetable with them when of school property to verify they have permission not to be at the College at that time.