**ATTENDANCE PROCEDURES FOR STUDENTS**

**Arriving Late**

* The student goes straight to class if they either, arrive late or come back to school having signed out earlier.
* The student must have their parent/caregiver account for any lateness with a legitimate reason.

**Leaving Early**

* The student must sign out at the Attendance Office using Gatekeeper to scan their card.
* The student must provide a note to the Attendance Office from their parent/caregiver or have their parent advise of early departure via the PCSchool Parent Portal or App.
* The student will receive a printed pass.

**Unwell During the Day**

* The student must report to the Health Centre.
* The Student will receive a printed pass if the Health Centre has arranged with the parent for the student to go home.

**Accounting for Absences**

* Accounting for unexplained absence is a **student and parent responsibility**,
* The student is responsible for ensuring all unexplained absences (?) in a given week are accounted for by the Friday of the following week. Students are to remind their parent/caregiver to do this.
* The student must ensure that their parent/caregiver notifies or accounts for any unexplained absence either before or after the absence using one of:
* PCSchool App
* PCSchool Parent Portal
* Signed note handed in to Attendance Office by the student which includes student’s name, student ID number, reason for absence, date and time
* Students will need to regularly check their attendance record in PCSchool.

**Notifications**

Monday

* A No-Reply email is sent to the parent/caregiver of any student who has an unexplained absence (?) not accounted for in the previous week.

Tutor Period

* Students should check their attendance record on their PCSchool Attendance Record.
* Students should identify if they have outstanding unexplained absences from the previous week.

Friday Following Week

* Unexplained absences (?) in the previous week are then re-coded as Truant (T). Students who have not had their unexplained absences accounted for will be spoken to by the dean and may be issued a detention for their failure to follow this up.