ATTENDANCE PROCEDURES

Student 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.

Student Leaving Early

- The student must sign out at the Attendance Office using Gatekeeper to swipe their card.
- The parent/caregiver must provide a note to the Attendance Office via the parent portal.
- The student will receive a printed pass.

Student Unwell

- 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

IMPORTANT

- Accounting for unexplained absences 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. They are to remind their parents/caregiver to do this.

- Failure to have unexplained absences accounted for will result in this being followed up by the pastoral team.

- The student must ensure that their parent/caregiver notifies or accounts for any unexplained absence either before or after the absence using:

- FACTS Parent Portal

- Signed note handed in to Attendance Office by student which includes student ID number

- Students will need to regularly check their attendance record in FACTS and will need to regularly check their school Gmail account.

Notifications

Monday

- A No-Reply email is sent to any student (and parent) who has any unexplained absences (?) not accounted for in the previous week.

Tutor Period

- Tutor teacher instructs class to open FACTS Attendance Record

- Tutor teacher identifies students who have outstanding unexplained absences in previous week

- Tutor Teacher reminds these students of their responsibility to account for these, how to do this, and consequence if not done