

SCHOOL ATTENDANCE PROCEDURES

The following information is a guide for parents and students to explain the school's attendance procedures.

Parents: To explain a student's whole day absence or late arrival

Please do not telephone the school.

It is a legal requirement that the school receives a **written** explanation from a parent/carer for all absences, late arrivals and early departures.

Use one of the following written methods to notify the school:

1. **SMS reply text to the school:**

NB: Parents can ONLY REPLY to the absence text message they receive from the school. Parents CANNOT initiate their own message.

or

2. **Email the school :** chatswood-h.school@det.nsw.edu.au

Please include: Student's Full Name, Class Year, Date and Reason for the absence/late arrival.

or

3. **Sentral parent portal**

Notifying the school via the portal feeds that notification directly on to your child's attendance record. This means there is less margin for error and you can be assured that the school has received your notification. On the Parent portal, you can notify us of and explain an absence

Students: Late Arrival Procedure

All students arriving late to school must go to the office and sign in at the student counter using their Student ID card. A student is late when they arrive after 8.50am, as this is the official start time of school and when roll call begins. This includes all senior students whose timetabled Before School class is cancelled. If they do not sign in at the office a whole day absence will be recorded on their attendance record and parents will receive a text message that says their child is absent.

If a parent/carer knows a student will be late please send an email or official appointment slip with the student on their arrival to school. If the late arrival is explained in writing at the time a student signs in at the office, parents/carers will not receive a text message or email notification.

Students may be placed on lunchtime detention if their late arrival remains unexplained by a parent.

Students: Early Departure Procedure

Please email the school advising of the early departure clearly stating: Student's full name and year, date and time of early departure.

Students leaving school early must have a note signed by a parent/carer to show the teacher so that they can leave the class. Students must go to the office, scan their student ID card and an early departure slip will be printed. If students do not do this a truancy may be recorded against that student's attendance record.

Application for Extended Leave

Parents/carers must complete an Application for Extended Leave -Travel, prior to departure for any leave longer than 4 consecutive school days. These are available on the school website and the School Bytes portal. Applicants must include details of the educational and cultural benefits to the student for 'Approval of Leave' to be reviewed. Once reviewed an email will be sent to the parent/carer. Please include any supporting documents such as flight details/travel itinerary.

If you require any further information regarding the School's Attendance Procedures please refer to the school's website or contact the school on telephone: 9419 3611.