



Attendance Policy

Empowered Learners, Healthy Humans

PARENTS/CARER RESPONSIBILITIES:



- Ensure your child attends school every day and is ready for learning by 8:55am.
- If your child arrives after 9:00am, attend the office with them to obtain a late pass and provide a reason.
- For early departures (before 3:00pm), report to the office to collect an early departure pass and provide a reason.
- Notify the school of all absences promptly (e.g. via QParents, phone, or email) and provide a satisfactory explanation.
- Advise the school in advance of any planned or extended absences; absences of 10 or more consecutive days require Principal approval and supporting documentation (e.g. travel itinerary).
- Inform the school if your child is refusing to attend.
- Work in partnership with the school to support your child's attendance, including attending meetings where required.
- Ensure all contact details (address and phone numbers) are kept up to date for emergency purposes.

STUDENT RESPONSIBILITIES:



- Arrive at school every day by 8:55am prepared for learning, including wearing the correct uniform and bringing required equipment.
- Actively participate in learning and complete classwork and assessments to the best of your ability.
- Remain at school for the full day and do not leave the school grounds (including during lunch breaks) without permission and supervision from an adult.
- If arriving after 9:00am, report to the office with a parent/carer to obtain a late pass.
- Follow school expectations and routines to support a positive learning environment.
- Take responsibility for making up any missed learning due to absence in consultation with teachers.