STUDENT ATTENDANCE
It is our expectation that all children will attend school every day, to be on time and not leave early unless there is a good reason not to. This is vitally important to cultivate good habits and support learning at school. We have a target of maintaining student attendance at 95% or higher and students are recognised for good school attendance. We do ask that parents support excellent school attendance and to monitor patterns of attendance to ensure that any absences are legitimate. Where it is possible, families are asked to organize absences to minimize absence from school. The school is proactive in monitoring attendance and asks that families contact the school where there might be issues that might impact upon good school attendance.

STUDENT ABSENCES
In the event of your child being absent from school please advise by:

- contacting the school office by phoning the school absence line on 5519 6360
- seeing a teacher or staff member in person
- sending a note with the child on the day he/she returns to school.

If a continued absence is anticipated, please contact the child’s teacher who may be able to offer some guidance with continuing the child’s learning over that period. If no communication regarding the absence is forthcoming, a specially prepared notice may be sent home with your child. If a child is absent from school without valid excuse, it is the responsibility of the Principal to follow up the absenteeism. Where required, letters may be forwarded to parents reminding them of their obligations in relation to their child’s attendance at school. Ongoing unexplained student absences may involve advising the local authorities.

EARLY DEPARTURE FROM SCHOOL
The school has a duty of care over all students. The collection of children before 3.00 pm is not encouraged for other than illness or exceptional circumstances. The school will release a child into the care of the primary caregiver only as listed on the school file. Should a child need to be collected by a person other than the primary caregiver, a phone call or signed note from the primary caregiver will be needed to give the school authority to release the child. The person collecting the child may be asked to produce identification and will be required to sign out the child. Families are advised to check in with Admin prior as to the procedure to sign our a child early to become familiar with the process and to ensure that they allow sufficient time to collect a child. They must present to the school office before child is collected, and sign in so you are a registered visitor on the grounds and put a visitor sticker on so you are identifiable. The Office staff will provide you with a printed receipt voucher of your child’s early departure details and this slip must be provided to a Staff member for the school to be able to release your child. NO SLIP-NO RELEASE! Once you have collected your child you must return to the office to sign yourself out so we know you are no longer on the school premises.

LATE ARRIVAL AT SCHOOL
At the start of the school day, students who have not arrived at school on time need to collect a late slip from the First Aid room before proceeding to their classroom. Students will need to provide a reason as to why they have arrived late and all late arrivals will be recorded on the student’s file for future reference. Regular late arrivals to school will see a letter go home to parents to have these regular late arrivals explained. Parents are encouraged to accompany their child when arriving late to school.

LATE DEPARTURE FROM SCHOOL
From time to time emergency situations may arise and parents are unable to collect children on time from school. In these situations, children who cannot be collected on time must be collected from the office by the parents and signed out if collected after 3.30pm. Families who regularly work a distance from the school are encouraged to register their child with our
Helping Hands Outside School Care facility to provide for an option when events prevent you from being able to collect your child on time. In the event of a delay, a phone call to Helping Hands and the School will ensure that your child is looked after and provided for at school until you can arrive.