

	<h2>Attendance and Leave Policy</h2>	<p><b>Endorsed by School Council:</b></p> <p style="text-align: right;"><b>March 2018</b></p> <p style="text-align: right;">Developed: March 2018</p>
<p>Information: 02 6076 1566</p> <p>Manager: Principal</p>	<p>DET Schools Reference Guide:</p> <p>Associated Policies:</p>	<p>Next review: Term 4 2020</p> <p style="text-align: right;">Issue No: 1.1</p>

### **Rationale:**

It is imperative that all students attend school regularly to ensure they are able to take full advantage of the educational opportunities offered by the college. Students whose pattern of attendance is irregular risk non-completion of their formal education. Primary age students are too young to leave school during the day without parental supervision.

### **Implementation:**

All students enrolled at Corryong College are expected to be regular and punctual in attendance. Students are required by law to attend school until they reach the age of seventeen. All students who have been absent must bring a note from their parents or guardian explaining their absence within five days. These notes must be handed in to the form teacher, signed and dated by the parent.

### **Policy and Procedures**

- If a student is going to be away for a prolonged period, parents are requested to notify the college office in advance.
- Student absences are recorded electronically on SIMS and parents notified immediately of each absence.
- Students receiving Youth Allowance must comply with the above expectations, as Youth Allowance administrators penalise students with more than five days un-approved absences.
- P-6 students are not permitted to leave school during the day unless they are collected from school by parents or other parent-authorized adults (written verification of this is required).
- Senior Campus students must seek permission to leave the grounds at any time including lunch time or recess break. Any pupil who wishes to leave the grounds for any reason other than those listed below **MUST** bring a note from home (signed by their parent/guardian). If they are attending an appointment or on business that cannot be carried out in lunch time, they should take their explanatory note to the Assistant Principal or Year Level Coordinator and sign-out in the usual manner (and sign in on return).
- Year 12 involved in unsupervised, work-related activities "outside school", must sign out on leaving and returning.
- Year 12 students may leave at lunchtime but must sign out and in on the register in the VCE room.
- Any student who intends to leave the school due to illness must notify the General Office so that parents or emergency contact person can be notified. Parents of P-6 students will be contacted by school staff and the student supervised at school in the office area until parents are able to collect their child.
- Students will be referred to the regional student engagement officer after 5 consecutive days of unexplained absence
- The general office will be notified of any student who is absent from a class yet marked as present earlier in the day.

### **Review Process**

The policy will be reviewed annually or more often as necessary due to changes in regulations or circumstances.

### **Reference**

Students Driving Cars Policy