

North Gosford Learning Centre

Attendance Policy

Key Points

- Students should be in school every scheduled day from 9:00 a.m. – 2:15 p.m.
- To be eligible to participate in any extracurricular activity offered by the school, students must be in school from 9:00 a.m. – 2:15 p.m. on the day of the activity. Special circumstances will be reviewed by the assistant principal.
- The parent/guardian must either phone the school (4323 2800) or message the school mobile (0409 159 530) leaving a return telephone number, and a reason for the absence. Only the student's parent/guardian may excuse an absence. If no contact is made with the school, students will be marked as A Unexplained attendance for the day. Note: Advising the transport operator of an absence does not advise the school.
- All absences due to school-sponsored activities are considered excused.
- When a student arrives at school after 9:25am without parental/guardian permission or a valid reason, he/she is considered absent unexcused and parent/guardians will be contacted. Special circumstances will be reviewed by the assistant principal including afternoon transport.

Individual Responsibilities

Student's Responsibilities

- It is each student's responsibility to be aware of his/her attendance status in class and to make responsible decisions about attending class on a regular basis.
- The student should monitor his/her own attendance and speak with his/her teacher if he/she has any questions about attendance records.
- The student must obtain and make-up class work missed due to absences. It is the student's responsibility to see his/her teachers to obtain missed work.

Parent/Guardian Information and Responsibilities

- The parent/guardian should monitor his/her son's/daughter's attendance.
- We encourage parents to discuss the importance of good attendance with their children.
- If students are absent parents/guardian must phone the school (4323 2800) or message the school mobile (0409 159 530). When leaving a message on the school mobile, please leave the following information:
 - Student's name
 - Reason for absence
 - Return telephone number

Faculty, Staff, and Administration Responsibilities

- Class teachers are to record each student's attendance in EBS4 by 11:00am on a daily basis.
- Text messages to be sent to absent student's carers by admin staff.
- Maintain accurate attendance records in the event disputes arise related to a student's attendance.
- Class teachers to notify the parent, and assistant principal when a student reaches two (2) unexplained absences.
- Late arrivals/early departures must be marked in EBS4 as they occur. Teaching staff are to advise office staff or SLSO's to update EBS4 as late arrivals/early departures occur.

Attendance Policy Guidelines and Protocols

Routine health professional appointments should be scheduled after school. If this is unavoidable, parents/guardians must notify the class teacher / office or submit a note in advance of the appointment.

Standing Early Dismissals

- Some senior students' complete their program early each day. Parents/guardians may choose to submit a letter requesting a standing dismissal for their student for such days. A standing dismissal letter permits students to leave school earlier than 2:15 p.m. If a student with a standing dismissal remains on school grounds, they remain subject to all school rules. The administration retains the right to revoke a standing dismissal.

Truancy

- An unexcused absence from school occurs when both parents and the school expect the student to be in attendance. For students under 16 years of age, in addition to school disciplinary action, the Home School Liaison officer may become involved.

Extracurricular Activity Participation

- To be eligible for participation in any extracurricular activity offered by the school, the student must be in school from 9:00 a.m. – 2:15 p.m. that day.

Family Vacations and Trips

- Parents and students are reminded that family vacations/personal trips interrupt the educational process. Completion of make-up work does not compensate for the impact of lost instructional time and classroom experience, regardless of the course or course level. For family vacations/personal trips that are planned for a period longer than two (2) days, written notification must be submitted to the principal two (2) weeks in advance in order to afford students the opportunity to obtain make-up work from their teachers. It is the student's responsibility to initiate a meeting with his/her teacher to arrange for make-up work. Teachers are not required to provide make-up work, unless the two-week notification of the trip has been given. Days missed due to family vacations/personal trips are considered undocumented excused absences.