ATTENDANCE POLICY

Responsibility of Parents:

- To phone or email the Year Coordinator and inform her/him of their daughter’s absence from school and the duration of time she will be away by 8.30am.
- To write a note or email (mcauleyattendance@parra.catholic.edu.au) providing dates and an explanation for their daughter’s absence.
- A signed Doctor’s Certificate of clearance is required if your daughter returns to school using crutches. This is for Occupational Health and Safety reasons.
- To inform the Principal in writing if their daughter is to be absent for an extended period.
- To inform the Director of Studies prior to 8.30am of their daughter’s absence if an assessment is due on the day.

Responsibility of Students:

- To hand absence note to Homeroom teacher on the first day of return to school.
- To obtain work from teachers of all subjects taken so that study patterns are not interrupted for extended period of absence known in advance.
- To make sure on return of an absence to collect missed work for necessary subjects.
- To make sure that all written work necessary to meet the requirements of courses is submitted for assessment on return.
- To make sure the correct procedure of informing the Director of Studies by 8.30am of an absence on an assessment day is followed, and an Illness & Misadventure form is completed and submitted with appropriate documentation eg doctor’s certificate with the assessment task on the first day of return to school.

Late to School:

- Report to Student Reception and sign in.
- If a student is late more than three times in a term she will stay after school for an hour to complete school work.

Leaving School Early:

- Bring a note written and signed by your parent/guardian and have it signed by your Homeroom Teacher and Year Coordinator. This must be done by the end of Homeroom. Report to Student Reception with your diary and signed note before you leave and sign out. If you return to school you must sign in.
- The Assistant Principal (Pastoral Care / Administration) must sign a student’s note if they are leaving early on Thursday (Sport).
- Students should avoid scheduling appointments during school hours.

Sick Bay:

- Ask your teacher to sign your diary and report to Student Reception where you will be signed into Sick Bay.
- If you wish to go home your Year Coordinator is required to sign your Diary before your parents will be contacted and asked to collect you.