## St Matthew’s Primary School
### Student Attendance Procedures for Parents/Legal Guardians

### LATE ARRIVALS
- A student is considered to have arrived **late** any time after the **8.30 am bell**.
- All students arriving late **must be signed in at the school office by a Parent/Legal Guardian/Emergency Contact** and will be given a **late slip**. This slip needs to be presented to the teacher when arriving in class. If they do not have a late slip they will be sent to the school office to sign in.
- **Only persons listed as Parent/Legal Guardian/Emergency Contact for that student are able to sign the student in and out.**
- Admin staff will contact the Parent/Legal Guardian of any student who regularly arrives late unaccompanied.
- If teachers observe a student has made a habit of arriving late or is late for three consecutive days, they will contact the student’s Parent/Legal Guardian as per the policy for absentee students.

### EARLY DEPARTURES
- A student is considered to be **leaving early** any time before **2.55 pm**.
- As with Late Arrivals, all students leaving early **must be signed out at the school office by a Parent/Legal Guardian/Emergency Contact and collect the student from the office**.
- The Parent/Legal Guardian must contact the office in advance to organise for the child to be waiting in the office.

### UNEXPLAINED ABSENCES
- An unexplained absence occurs when the student is not present at school and the Parent/Legal Guardian does not contact the school.
- **An SMS message will be sent to the Main Contact by approximately 9.15 am each day.** On receiving the SMS, the Parent/Legal Guardian should contact the school office to confirm the absence and give reason for the absence.

### NOTIFICATION AND REQUESTS FOR ABSENCES
A Parent/Legal Guardian is to notify the school for absences as follows:
- **1 day up to and including 5 days** – by phone to the school office or in writing via letter or email to the teacher or school office.
- **6 days up to and including 10 days** – a **written request** for the absence addressed to the school principal via letter or email sent to the office.
- **11 days up to and including 110 days** – an **Application for Exemption of School form** to be completed and given to the school office. This form will be submitted to the school principal for his consideration and the applicant will be notified of the outcome. **The application should be submitted at least one week prior to the first day of absence.**
- **More than 110 days** – complete & submit form to school office “Education (General Provisions) Act 2006, Section 186(2) and 245 (2) Approved Form Exemption from Compulsory Schooling and Compulsory Participation V1 – more than 110 days for student at a non-state school”.
- Phone calls to be made to the school on 3209 6155
- Emails to be forwarded to pcornubia@bne.catholic.edu.au
- Forms are available from the school office and school website

**All absentee requests from the Parent/Legal Guardian must state:**
- Student’s legal name & class
- Reason/s for absence
- Dates the student will be absent
- No. of days absent
- Be signed and dated

### LEAVING SCHOOL
If your child/ren will be leaving the school, a Leaving Notice (available from the office) must be completed and returned to the school office at least one week prior to leaving.