



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

<b>LATE ARRIVALS</b>	<ul style="list-style-type: none"> <li>• A student is considered to have arrived <b>late</b> any time <b>after</b> the <b>8.30 am</b> bell.</li> <li>• All students arriving late <b>must be signed in at the school office by a Parent/Legal Guardian/Emergency Contact</b> and will be given a <b>late slip</b>. 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.</li> <li>• <b>Only persons listed as Parent/Legal Guardian/Emergency Contact for that student are able to sign the student in and out.</b></li> <li>• Admin staff will contact the Parent/Legal Guardian of any student who regularly arrives late unaccompanied.</li> <li>• 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.</li> </ul>
<b>EARLY DEPARTURES</b>	<ul style="list-style-type: none"> <li>• A student is considered to be <b>leaving early</b> any time <b>before 2.55 pm</b>.</li> <li>• As with Late Arrivals, all students leaving early <b>must be signed out at the school office by a Parent/Legal Guardian/Emergency Contact and collect the student from the office.</b></li> <li>• The Parent/Legal Guardian must contact the office in advance to organise for the child to be waiting in the office.</li> </ul>
<b>UNEXPLAINED ABSENCES</b>	<ul style="list-style-type: none"> <li>• An unexplained absence occurs when the student is not present at school and the Parent/Legal Guardian does not contact the school.</li> <li>• An <b>SMS message will be sent to the Main Contact by approximately 9.15 am</b> 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.</li> </ul>
<b>NOTIFICATION AND REQUESTS FOR ABSENCES</b>	<p>A Parent/Legal Guardian is to notify the school for absences as follows:</p> <ul style="list-style-type: none"> <li>- <b><u>1 day up to and including 5 days</u></b> – by phone to the school office or in writing via letter or email to the teacher or school office.</li> <li>- <b><u>6 days up to and including 10 days</u></b> – a <b>written request</b> for the absence addressed to the school principal via letter or email sent to the office.</li> <li>- <b><u>11 days up to and including 110 days</u></b> – an <b>Application for Exemption of School form</b> 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. <b>The application should be submitted at least one week prior to the first day of absence.</b></li> <li>- <b><u>More than 110 days</u></b> – complete &amp; 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".</li> </ul> <ul style="list-style-type: none"> <li>• Phone calls to be made to the school on 3209 6155</li> <li>• Emails to be forwarded to <a href="mailto:pcornubia@bne.catholic.edu.au">pcornubia@bne.catholic.edu.au</a></li> <li>• Forms are available from the school office and school website</li> </ul> <p><b><u>All absentee requests from the Parent/Legal Guardian must state:</u></b></p> <ul style="list-style-type: none"> <li>• Student's legal name &amp; class</li> <li>• Reason/s for absence</li> <li>• Dates the student will be absent</li> <li>• No. of days absent</li> <li>• Be signed and dated</li> </ul>
<b>LEAVING SCHOOL</b>	<p>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.</p>