



PROCEDURES: What do I do



What do I do... **If I COME LATE TO SCHOOL**

- School starts at 8.30 am. Aim to be here at 8:20 am.
- If you are late you must go to the reception office, scan your ID card and get a printed late note.

What do I do... **WITH THE LATE NOTE**

- Show the printed late note to your teacher.
- Take the late note home to your parents and ask them to explain the reason for your lateness.
- Return the late note the next day to the Reception office. Unexplained/Unjustified lateness can result in **after school** detentions

What do I do ... **IF I KNOW I WILL BE LATE TO SCHOOL**

- You should bring a note from home explaining why you are late.
- Hand this note in at the Reception office when you arrive.
- You will be given a white late note.
- Show this white note to your teacher.

What do I do ... **IF I COME TO SCHOOL AFTER ROLL CALL IS FINISHED**

- If you arrive late to school, no matter what time, you must always sign in at the front office.
- Don't just go to class. The school must know you are here.

What do I do ... **IF I AM ABSENT FROM SCHOOL**

- Ring and notify the school **or** reply to the text message sent to your parent.
- Include your name, roll class, date of absence and reason for your absence in the text message.
- If you are away for a few days or miss an assessment task you should bring a Doctor's Certificate.

What do I do ... **IF I AM GOING ON A HOLIDAY**

- You must inform the school that you are going on a holiday. Do not just leave.
- Your parents must provide a letter explaining where you are going, your date of departure from school and your date of return to school.
- If you are going overseas you must bring a photocopy of the plane ticket.

What do I do...**IF I NEED TO LEAVE SCHOOL EARLY**

- You must never just walk out of the school.
- Bring a note from your parents explaining what time you must leave and why you must leave.
- Include your name, roll class and date on the letter.
- Give this letter to the Reception office no later than 8.20am on the day you need to leave. You will be issued with a yellow School Leave Pass.
- If your parent/carer is picking you up, they must bring photo identification with them.

What do I do ... **IF I AM AT SCHOOL AND I FEEL SICK**

- Never just contact your parents to pick you up, there are consequences for using your phone at school.
- Get a note from your class teacher to leave the room.
- You must then see Ms Russell (Finance Office).
- They will contact your parents or family member.

What do I do ...**IF I AM MARKED ABSENT AT ROLL CALL BUT I WASN'T** (eg work placement)

- Speak to your roll call teacher.
- If you receive a letter asking where you were, bring this letter to Mr Clark or Reception.

The Department of Education's Attendance Policy can be viewed on this website:

<https://education.nsw.gov.au/policy-library/policies/pd-2005-0259>

The NSW government stipulates that all students must attend school every day to ensure they have the opportunity to learn and reach their potential. The New South Wales Education Standards Authority (NESA) expects all students apply themselves with diligence and sustained effort and this requires **more than 90%** school attendance per year. For some students illness and other circumstances prevent them from coming to school, which is why parents need to account for any absence. It is a requirement of the school to notify families if their daughter's attendance is below the 90% expectation. Some of you may receive a notification letter regarding attendance; our aim is to raise your awareness so we can ensure all students are at school each day to learn and succeed.

S Clark - HT Administration - Birrong Girls HS