



KU-RING-GAI HIGH SCHOOL ATTENDANCE POLICY

Students will obtain maximum benefit from lessons and courses of study when their attendance at school is regular and when they are punctual to all timetabled classes. Satisfactory attendance may vary for different students depending on such factors as extended illness and approved family leave.

Attendance will be monitored daily with a morning roll call. Students who arrive late to school are required to sign on at the administration counter. Parents are asked to provide a written note to explain the absences of their children on their return to school. Parents will be notified of their children's unexplained absences.

Students under 17 years of age are required to attend school by law and parents are responsible for assisting the school in maintaining the satisfactory attendance of these children. The school will assist parents to ensure their children's attendance is satisfactory.

Students who complete Year 10 are encouraged to continue with their education and to strive for the academic credentials of the higher school certificate.

If the attendance of a student falls below 85% the Home School Liaison Officer will be contacted for students who are under 17 years age. Teachers may issue N-awards to students who are over 15 year's age, if sufficient course outcomes are not being met. The department of immigration requires international students to attend more than 80% of scheduled lessons. Parents/Guardians of international students will be notified when attendance is causing concern.

Parents may apply to the principal for up to 50 days leave for their compulsory school age children. Leave may be granted at the discretion of the principal. Applications for more than 50 days leave may be granted by the principal (with DEC approval) for exceptional circumstances. This will be recorded as exemption from school attendance.

The principal or delegate may require medical certificates for students whose attendance is causing concern.

Parents may request a pass out for the children to leave school before the end of their last scheduled lesson. A written request must be provided and approval must be sought from the principal or a deputy principal. A leave pass will be issued by the administrative staff.

Attendance records will be kept according to DET policy.

- Register of admission will be kept permanently
- Absence notes and phone records of absence will be kept for 2 years
- Attendance register will be kept for 3 years (attendance record of a student who has a serious accident will be kept until the student turns 24 years of age)
- Lesson attendance will be kept until the end of the school year
- Student record cards listing their absences each year will be kept for 7 years (attendance record of a student who has a serious will be kept until the student turns 24 years of age)