

# ATTENDANCE POLICY

The most critical factor in achieving good results is attendance at all classes and actively engaging in the learning program. The teacher records student attendance for all classes. Failure to attend at least 90% of scheduled lessons per term (i.e. more than FIVE absences per term) may result in the cancellation of your enrolment from specific subjects.

## Therefore ...

1. Students are required to attend school punctually and on a regular basis.
2. In order to meet the Curriculum Council requirements for courses, students must attend a minimum of 90% of classes.
3. An absence is defined as any non-attendance to a class when normal classes are in operation. For instance, a student is deemed absent when they are:
  - a. Late for a lesson
  - b. Unwell
  - c. Asked to leave because of poor behaviour
  - d. Sent home to change dress

The reason for this position is that it ensures that students maintain an awareness of their responsibility to their academic programs and carefully consider the time they elect to take out of their scheduled courses.

4. Student attendance will be closely monitored by Learning Area Teachers, Form Teachers, Year Coordinators and the Student Services Manager.
5. Any absence must be explained by a parent / guardian or medical certificate.
6. Full attendance and punctuality is required at all timetabled classes, assemblies, group meetings and compulsory activities.
7. It is the school's prerogative to determine the legitimacy of any explanations. Family holidays are not generally regarded as an approved absence. Requests for exemptions made in advance may be considered.