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Important Notice to All Parents/Guardians

Attendance / Absenteeism

Absences – Whole Day (up to and including nine days), arriving late or leaving early

- Parents/guardians to notify the college via the Compass Parent Portal email or phone
- **Email: sjccattendance@dbb.org.au or phone 43244 022**
- Parents are required to explain all absences from, and lateness to school within seven (7) days of the absence or lateness. After seven (7) days, the absence will remain permanently on the student's record and is printed on her school report as an *unexplained/unverified absence*

Application for Extended Leave ten (10) days or over

- Parents must send a letter requesting leave of absence addressed to the Principal, ***this notification should be received at 3 weeks prior to the absence***. Your letter must include the exact dates of the leave and the reason for this absence from school eg. family holiday (in school time), special circumstances or participation in sporting events etc.
- **Applications for leave of ten (10) or more days require that an *Application for Exemption from Attendance at School Form (A1)* be completed by the parents and returned to the school. Upon review of this application the Principal may then issue a Certificate of Exemption (A2) a copy of which will be forwarded to you. *Please note that this process must precede your daughter going on leave.***

The attendance system allows only a five day window for the approval for this leave to be registered, if your completed form is not received back within this time your daughter's absence for this period will be marked as "Unexplained" on her report.

- The Principal can grant up to 15 days leave per student in a school year.
- Please note that the law requires schools to take further action where children have recurring numbers of unexplained or unacceptable absences from school.

E. McCudden

Mr Tony McCudden
Principal