

# ATTENDANCE RESPONSIBILITIES

**WHAT IS IT?**  
**Tutor class** is the short meeting with a group of students and your tutor, who should be your first point of contact for...

**SET** is the Student Engagement Team, your point of contact for...

**e-hub** is the library. It is located at the West end of the main corridor on the bottom level

The **Front Office** is the main reception for the School



## I arrive late to school?

If you arrive in time to get to **tutor class**, RUSH to get there. Tutor class finishes at 9:07.

If you miss tutor class you report to **SET** located near the E-hub. A brief note signed by a parent, an Appsence entry by a parent, an email or a phone call to school explaining why you are late means your lateness is explained. Unexplained lateness is recorded and communicated home.

## I have to leave school before 3:15?

Without parental/carer permission (a signed note, email or phone call, Appsence entry) the school cannot legally allow you to leave school early. We have a responsibility to keep you safe. With parent permission you can sign out in the 'sign out book' located at the front office.

## What if I am sick during school?

If you are feeling unwell you should report to the front office where a First Aid Officer will listen to your concern. You may be asked to lie down in Sick Bay. If a parent is called to pick you up they will be required to sign you out as you leave.

## Attendance Responsibilities

### I am absent all day from school?

The school needs to be notified by a parent or carer if you are away from school. An email, Appsence entry or phone call to the front office or letter to your tutor teacher is acceptable. Without this notification your absence is marked as 'unexplained'. This is communicated home. For Year 9 and 10 students unexplained absences can place your Year 10 Certificate at risk.

### I am absent from school for an extended time?

If you plan or expect to be away from school for an extended time – perhaps due to illness or a family holiday – your parents or carers are required to notify the school. Work can generally be accessed through Google Classroom for the time you are away.

