

ATTENDANCE RESPONSIBILITIES

What do I do if?

WHAT IS IT?

Tutor Group (TG) is the short meeting with a group of students and your tutor teacher, who should be your first point of contact

SET is the Student Engagement Team, your point of contact for help or support

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

IF I ARRIVE LATE TO SCHOOL?

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

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



I HAVE TO LEAVE SCHOOL BEFORE 3:15PM

Without parental/carer permission (a signed note, email, or phone call) the school cannot legally allow you to leave school early. We have responsibility to keep you safe. With parent permission you can sign out with the staff at the Front Office

I AM ABSENT ALL DAY FROM SCHOOL?

The school needs to be notified by a parent/carer if you are away from school. An email, text, or phone call to the Front Office is acceptable.

Without this notification your absence will be marked as 'unexplained'. This is communicated home. For Years 9 & 10 students, unexplained absences can place your Year 10 Certificate at risk.

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.



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/carers are required to notify the school. Work can be accessed through Google Classroom for the time you are away.

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ALFRED DEAKIN HIGH SCHOOL