

5th February 2015

Important Notice to All Parents/Guardians

Attendance / Absenteeism

Absences – Whole Day, Late or Early Leaving

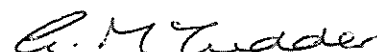
- Parents/guardians to notify the College via phone call or email.
- Ph: 4324 4022 Email: sjcc@dbb.catholic.edu.au
- On your daughter's return to school provide a note giving the reason for the absence within 7 calendar days of the 1st day of absence. If a written explanation is not provided within this time the absence will remain as an A – *Unexplained or Unjustified* absence and will be recorded as such on reports.

Application for Leave

- Parents must send a letter requesting leave of absence addressed to the Principal, ***this notification should be received at least 3 weeks prior to the absence***. Your letter must include the exact dates of the leave and the reason for this absence from school e.g. family holiday (in school time), special circumstances or participation in sporting events etc.
- **Applications for leave of more than 10 days require specific paperwork to be completed by the parent(s)/guardian.** If travelling for more than 10 days an Application for Extended Leave (L) – Travel, or for other reasons an Application for Exemption from Attendance at School. Following receipt of your letter the appropriate form will be sent out which should be completed and returned to the school with any required supporting documentation. Upon review of this application the Principal will then issue a Certificate of Exemption, 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/Unjustified" on her report.

- For any length of absence it is essential that the student speak with each of their teachers regarding work and/or assessments they will miss while away. Teachers will assist students put in place strategies to ensure they keep up with work and required outcomes.
- Please note that the law requires schools to take further action where children have recurring numbers of unexplained or unacceptable absences from school.


Mr Tony McCudden
PRINCIPAL