



Emmanuel Catholic College

Policy Document: **Student Absence/Late to School**

CEWA Reference: Reference number

SCSA Reference: Reference number

Date Released: 2019

Due next for Revision: 2021

Procedure

Parents are requested to email – studentservices@emmanuel.wa.edu.au, telephone **(08) 9414 4051**, or SMS **0418 605 675** the College by 8.30am on the day of a student's absence from school. An explanation is required from the Parent/Guardian that **must detail** the reason for the student's absence.

EXTENDED ABSENCE FROM SCHOOL

Parents are encouraged to not take their children on holidays during term time. Families who make decisions to remove their children from the College during the normal school term for extended periods of time and for the purpose of a holiday need to inform the Principal in writing of any extended absence. Parents also need to be aware that teachers are under no obligation to provide work for the students concerned. Parents need to understand that there is no substitute for having face-to-face instructional contact with the classroom teacher.

Parents of students who are continually absent, will receive a letter at the end of each semester if attendance rates fall below 90%. If there is continual poor performance, parents and students will be required to attend meetings at the College.

PARENT ABSENCE

If Parents/Guardians are away, and students are under the care of another, we ask that you please inform Student Services and your child's Head of Year at the College.

ARRIVING LATE

Students arriving to the College after 8.35am must report to Student Services before attending class. The students will sign into the Late Kiosk and an automated message will be sent to parents notifying them that their child has arrived late. Parents/Guardians are asked to provide a note with a valid explanation. Sanctions are put in place for students with multiple unexplained late arrivals, within one term.

Please see table below explaining unexplained late consequences.

Late to PC Number of Occasions	Procedure Unexplained Late
1	Pastoral care teacher communicates with home <ul style="list-style-type: none"> Entered on SEQTA under <u>late to PC 1</u>
2	Pc teacher communicates with home <ul style="list-style-type: none"> Entered on SEQTA under <u>late to PC 2</u>
3	PC teacher informs Head of Year, that the student has arrived late to PC on three occasions. HOY communicates with home re: lunchtime detention <ul style="list-style-type: none"> Phone call to parents from HOY entered on SEQTA under <u>Lunchtime Detention</u>
4	Hoy communicates with home re: after school detention. <ul style="list-style-type: none"> Phone call to parent from HOY. Entered on SEQTA under <u>after school detention</u>
5	Head of Year informs Deputy Principal, that the student has arrived late to PC on five occasions. Head of Year communicates with home re: after school detention and parent/ student/HOY/DP interview. <ul style="list-style-type: none"> Phone call to parents from HOY entered on SEQTA under <u>after school detention</u> Meeting booked with the student, parent, HOY and DP.

EARLY DEPARTURE

Students who need to leave before the end of the school day, parents must inform the College by email (studentservices@emmanuel.wa.edu.au) detailing the time and reason for the early departure. Parents/Guardians are requested to wait in College Reception to collect their child. Students must wait in Student Services until a Parent/Guardian has signed them out.

ILLNESS AND MEDICATION

Any student who is injured or taken ill must report initially to Student Services with the permission of the classroom or duty teacher. If the illness is sufficiently serious, a Parent/Guardian will be contacted to take the student home. All communication home must go via Student Services. Students are not permitted to contact parents themselves to request pick up. The College can only contact a Parent/Guardian, or a nominated Emergency Contact, regarding the release of a student. It is essential for emergency contact information to be accurate. Please update contact details for your family.

Permission to administer paracetamol and antihistamine is requested upon your enrolment. Should your child need any other additional medication administered during the school day, please contact student services studentservices@emmanuel.wa.edu.au to arrange.