



Attendance, Late Arrival and Sign In/Sign Out Procedures

To ensure the safety of all students and to minimise disruption to teaching and learning, the following procedures must be adhered to at all times. Parents/guardians are requested to support the school by ensuring that these requirements are followed. These procedures operate under the authority delegated by the Principal and Deputy Principal in accordance with the school's Code of Behaviour.

Late Arrival to School

- Students arriving late must sign in at reception and report immediately to Ms. Hennessy, Deputy Principal before attending class.
- Students who are late on three occasions within a calendar month, and on any subsequent occasion thereafter during that month, will be required to remain in the Assembly Hall for the duration of Period 1. This measure is intended to minimise disruption to teaching and learning and to support improved punctuality.
- A note of explanation from a parent or guardian must be submitted via VSWare or provided in writing. Failure to provide the required documentation will result in referral to the appropriate Head of Junior or Senior Students. Continued non-compliance may result in disciplinary action in accordance with the school's Code of Behaviour.
- After signing in students must proceed directly to their scheduled class as directed by Reception or the Deputy Principal. Access to lockers is not permitted when signing in late during the school day.

Signing Out During the School Day

- Students may only sign out during morning break (10:46 a.m.) or lunchtime (12:57 p.m.).
- A note from a parent/guardian must be submitted via VSWare or provided in writing before permission to leave will be granted.
- Students wishing to leave school due to illness must report directly to Reception. Reception staff will contact a parent/guardian before any student is permitted to leave. Students are not permitted to contact parents/guardians themselves.
- In accordance with the school's duty of care and safeguarding responsibilities, all students under 18 years of age who are signing out during the school day must be collected from Reception by a parent or guardian. In the case of students who are 18 years of age or older, a parent or guardian must make direct contact with the school to confirm permission before the student is permitted to leave the school premises.



Important Information

- Students who miss class time due to an appointment, illness or any other reason are responsible for informing their teacher of their absence and for catching up on all work missed, including class notes, assignments and homework.
- Parents/guardians are strongly encouraged to arrange appointments outside of school hours wherever possible. Exceptions may include hospital or specialist appointments that cannot reasonably be scheduled at another time.
- Students are not permitted to leave the school grounds during the school day without following the procedures outlined above.
- Students will not be permitted to sign out of school on days when school events, ceremonies, presentations, retreats, workshops or other organised school activities are taking place. Such events form an important part of students' educational, social and personal development and are considered an integral component of the school's ethos and educational programme.
- Students are not permitted to sign out during study periods (free classes). Where a teacher is absent due to illness, professional development or any other reason, students will be assigned to a supervised study class. Students are expected to remain in attendance and to engage fully with any work assigned by the absent teacher or supervising staff member.

Failure to Follow Procedures

The safety and accountability of all students are of paramount importance. Any student who leaves the school premises without permission or without following the school's sign out procedures will be referred immediately to Senior Management. Such incidents will be treated as a serious breach of the school's Code of Behaviour and disciplinary sanctions, up to and including Internal Suspension, may be applied following investigation.

We appreciate the support of parents and guardians in ensuring that these procedures are followed consistently and that valuable teaching and learning time is protected for all students.