



Erskine Park High School

Pride In Achievement

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Senior Student Attendance Policy

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As a senior student of Erskine Park High School you have some extra rights and responsibilities. Students **MUST** attend school until they are 17 years of age – or in full time work or other study. Good attendance will result in successful learning and achievement. Your enrolment as a senior student is conditional on you knowing and understanding your responsibilities. If you do not understand any points below, you need to speak to your Year Adviser, a Deputy Principal or the Head Teacher Administration.

Roll Call

- Year 11 and 12 students are expected to attend roll call and to be on time for roll call and all other classes.
- All students who arrive after roll call **MUST** swipe in at the front office. Failure to swipe in will result in the student being marked absent all day.

Leaving Early, Lateness, Sick At School (Partial Absence)

- If you are late to school you need to follow normal school procedures. That is, swipe in at the front office and proceed to class. You will need to bring in a note to explain your lateness and this should be given in at the front office or given to your roll call teacher. Persistent lateness is not acceptable. Offenders receive detentions and may be placed on an attendance card.
- If you need to leave early, for a medical appointment or other appointment, you need to bring in a note from your guardian or parent, explaining why you need to leave and the time you will be leaving. The note needs to be signed by either Deputy Principal before school and then handed in at the office. An early leaver's pass is issued and you use this to leave class. Before you leave class you must report to the front office where you will be swiped out and given your official pass. You are **not permitted to leave school grounds without following these procedures.**
- If a student becomes sick at school they need to approach their class teacher for an orange note to allow them to report to the clinic. If a student needs to go home, the front office will contact parents and make appropriate decisions about sending the student home. Students are not to take themselves to the clinic without the permission of their teacher. Similarly, students should not contact parents themselves regarding illness, as this is a violation of the school's mobile phone policy.

Whole Day Absence from School

- By returning to Year 11 and 12 you have made a commitment to senior studies and as such you need to maintain regular and consistent attendance. If your attendance slips below a reasonable level you will be interviewed by the Head Teacher Administration, and if no valid reason exists, your status may be reviewed in conjunction with the Deputy Principal, with expulsion procedures pursued if need be.
- If you are absent from school you must bring a note explaining your absence on the first day you return to school. **This note can be given to your roll call teacher or handed in at the front office.** Alternatively, parents may reply to the SMS message sent home on the day of the absence, or log the absence explanation on the parent portal.

Leaving the School Grounds during the Day

- Students are not to leave the school grounds at all during the day unless signed out from school. Students with study periods are not permitted to leave the grounds for any reason. Year 11 and 12 students who do leave school grounds without following these guidelines will be considered truants.
- Truancy is a very serious issue. If you are caught truanting you will be given a consequence. A first offence will result in an afternoon detention. A second offence will result in another detention and your parents will be contacted. You may also be interviewed by the Deputy Principal responsible for your year. Persistent offenders will be referred to the Senior Review Process, with a possible warning of suspension/expulsion issued.

Study Periods

- If a student has a study period (they do not have a timetabled class) they are expected to be in the cafeteria or the library. This is also the case for students arriving early, staying beyond timetabled lesson time or for study periods between lessons.
- Some students may choose to study at school during the exam period when they have no rostered exams. These students must swipe in at the office, wear full school uniform and study in study spaces or under the supervision of their teacher.

TAFE

- Some senior students complete TAFE courses and this may mean you have to leave school early on some days. You will be given a pass with the day and time you need to leave. This process will be coordinated by the Careers Adviser. Some scheduled lessons may also mean an authorised late start to the school day may occur. In this case you need to swipe in at the front office when you arrive at school. You will not be permitted to leave earlier than the time that is on your pass.

Uniform

- If you are not recognisable as identifying with this school, you will be sent home to change by the Deputy Principals or Principal. You are expected to attend school in full school uniform every day.

Car Travel

- All cars will be parked in the street at the student's own risk. Students are not to go to their cars during the day.