



ATTENDANCE POLICY

Regular attendance at school has a significant bearing on academic success. We have a proud history of strong attendance rates, with the College consistently achieving higher than average rates for WA public schools.

Our students must:

- Attend all College classes and designated activities on time, including Form, Assemblies and designated meetings.
- Provide a written explanation from a parent/carer to their Form Teacher for any absences, including lateness. A phone call or text message from parent/carer providing these details is also acceptable. Medical Certificates should be provided for any illness which lasts for several days and/or affects a student's attendance record and any assessment tasks.
- If late to school, register their arrival and collect a late pass from the Student Services Desk in the front office. If a student arrives late while Form period is still operating, they are expected to go to their Form class.
- Not leave the College grounds unless they sign out at reception and have written parental permission. If they do not have written permission to leave the College, a deputy principal will contact their parent/carer for permission.
- Workplace Learning students are also responsible for informing the VET Coordinator and their Workplace Supervisor if they are unable to attend their work placement.