

KNOWN ABSENCES



Known absence (i.e. appointment, bereavement) or holiday/extended leave.

Add attendance on Compass with date/s and reason

Is the duration more than 5 school days?

YES

NO

Absence accounted for/staff notified

Approved by Principal?

Student Absence Learning Plan (SALP) provided

SALP agreement signed by parent, teacher and Principal

> Student to present SALP to teacher on return to school

Where possible, 1 weeks notice is required for known absences.

For holidays or extended absences, 3-4 week notice is required.

Absence recorded as

unapproved

leave