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*Purpose*

*Positivity*

*Persistence*

*Pride*

*Passion*

## ATTENDANCE & ABSENCES

For child safety reasons, we ask that students are not dropped off at school before 8.45am as staff are not on duty for supervision until then.

**EVERY DAY COUNTS** – Attending all day, every day, helps students build their learning and maintain strong social connections with their friends and teachers. Each lesson provides a foundation for the next one, making it easier to learn the next concept.

Attendance rolls are marked at 9am and 2.30pm daily. An SMS alerting parent/carer of absence is sent at 10am each morning. If your student will be late or absent, please add an attendance note on Compass as soon as possible. Alternatively, please email or call the Admin Office.

### LATE ARRIVAL

Students are required to sign in at the **office** upon arrival.

Once signed in, students are to take a late pass to their teacher which indicates they have now been marked present on the roll.

### EARLY COLLECTION

If a student is required to leave school early, please email the details through to the school.

Please come into the **office** to collect your student. Kiss & Go pick up during the day is no longer available due to child safety obligations.

**A Student Absent Learning Plan (SALP)** is required for planned absences of 5 days or more. This form requires the parent, classroom teacher, and Principal's signature at least 4 weeks prior to the students leave. Please request a SALP form from your classroom teacher.