

ATTENDANCE AT SCHOOL

Dear parents/caregivers

At Callaghan College Wallsend Campus, we value an excellent pattern of attendance and its positive impact on learning and educational outcomes.

As a strategy to maintain high levels of attendance and ensure communication occurs between the school and home, you will receive advice from us if your child's attendance pattern drops below 90%. An attendance pattern of below 90% equates to one day off per fortnight, which you will understand is a significant period of missed learning.

We are aware that in many cases absences have been explained by parents, and absences have occurred as a result of student illness, family reasons or holidays during school time; however, we believe it is important to communicate the total attendance level if it is a cause for concern, and as such, according to our policy, we will advise you if your child's attendance falls below 90% overall.

You should also note that, as the NSW Department of Education sets 85% as its minimum goal for student attendance, if your child's attendance falls below 85% we will require medical certificates to be able to approve future absences as justified sick leave. If medical certificates are not provided and your child's total attendance is below 85%, the leave will be marked as 'unjustified'.

In many cases we are aware of medical or other reasons for low attendance rates. In these cases we will work with you to communicate our concerns and work together to support your child to feel safe and positive about attending school when they are able.

Our school attendance policy and practices are designed to maximise attendance and therefore maximise student learning outcomes.

Yours sincerely



Mr Paul Taylor
Principal

STUDENT ATTENDANCE

Absence and Sick Leave information for families

WHOLE DAY ABSENCE: When students are absent from school, parents/guardians are required to explain why they are absent. There are a number of ways that this may be done:

- A note from home - parents/guardians may send a note with students on their return to school. These may be placed in the slot in the Student Office counter. The note should contain the following:
 - Student name and scholastic year
 - Absence date/s
 - Reason for their absence.
 - Parent name and signature
- Email / fax - parents/guardians may email or fax the school with the required information as above.
 - Email: wallsend-h.school@det.nsw.edu.au
 - Fax: 4950 1047
- Parent portal – Parents with access to the Parent Portal are able to view and explain absences
- SMS Message - Text parent name, student name, and reason to 0429 55 01 88.

The school will send a notification by SMS message, email or letter the day following the absence. Explanation may be submitted for up to 7 days after an absence.

EARLY LEAVE PASS: If you need to collect your child early from school, the procedure requires you to send a note explaining the time and reason the student needs to be collected early from school.

Students are to bring this note to the Student Office prior to the 8.55am bell and place it in the box on the counter, an early leave pass will be generated from this note. Students then collect the early leave pass from the same box during the break and shows it to their classroom teacher to leave class at the time stated on the note.

If an unexpected appointment arises during the day, please phone the administration office ahead, giving as much notice as possible so your child can be notified of your intention to pick them up. Calling into the office unannounced may result in a situation where you may need to wait for the student to be located and for someone to be available to collect them.

SICK AT SCHOOL: Callaghan College Wallsend Campus has a large population of students. For this reason, procedures are put in place to ensure the smooth operation of the school. If your child becomes sick during the school day, it is our expectation that your child will report to our sick bay in the Print Room for assessment and at times, treatment. If your child needs to be picked up, we will notify you by phone. We ask that you encourage your child to follow this procedure and refrain from phoning home as this creates confusion and administrative hold-ups, ultimately affecting you.