

ATTENDANCE PROCEDURES FOR STUDENTS

Arriving Late

- The student goes straight to class if they either arrive late or come back to school having signed out earlier.
- The student must have their parent/caregiver account for any lateness with a legitimate reason.

Leaving Early

- The student must sign out at the Attendance Office using Gatekeeper to scan their card.
- The student must provide a note to the Attendance Office from their parent/caregiver or have their parent advise of early departure via the PCSchool Parent Portal.
- The student will receive a printed pass.

Unwell During the Day

- The student must report to the Health Centre.
- The Student will receive a printed pass if the Health Centre has arranged with the parent for the student to go home.

Accounting for Absences

- Accounting for unexplained absences is a **student and parent responsibility**,
- The student is responsible for ensuring all unexplained absences in a given week are accounted for by the Friday of the following week. They are to remind their parent/caregiver to do this.
- Failure to have unexplained absences accounted for will result in a detention for the student.
- The student must ensure that their parent/caregiver notifies or accounts for any unexplained absence either before or after the absence using:
 - ❖ PCSchool Parent Portal
 - ❖ Signed note handed in to Attendance Office by the student which includes student ID number, reason for absence, date and time
- Students will need to regularly check their attendance record in PCSchool and will need to regularly check their school Gmail account.

Notifications

Tutor Period

- Students should check their attendance record on their PCSchool Attendance Record.
- Students should identify if they have outstanding unexplained absences from the previous week.