

# Student Attendance and Absences

Regular attendance is required unless there is an acceptable excuse for non-attendance.

Acceptable reasons for late or non-attendance	Unacceptable reasons for late or non-attendance
<ul style="list-style-type: none"> <li>• Car/Bus breakdown</li> <li>• Sickness</li> <li>• Specialist appointment</li> <li>• Representative sport</li> <li>• Bereavement</li> <li>• Approved study at alternative location</li> <li>• Natural disaster/event outside of student/carer's control</li> </ul>	<ul style="list-style-type: none"> <li>• Sleeping in</li> <li>• Uniform issues</li> <li>• External lessons or recreational activities</li> <li>• Driving lesson or License test (in Secondary)</li> <li>• Non-urgent medical appointment</li> <li>• Family preference or convenience</li> <li>• Non-participation in school events</li> <li>• No reason</li> </ul>

## Responsibilities regarding attendance

*As a College, we undertake to:*

- Monitor student attendance daily.
- Notify Parents and Caregivers of any unexplained absence(s).
- Discuss attendance with students and families to offer support if needed.

*Parents and Caregivers of enrolled students undertake to:*

- Ensure your child attends each school day and seek support if required.
- Provide a satisfactory explanation for **all absences, late arrivals, or early departures**.
- Attend the office in person to sign your student in if arriving late or out if leaving early.
- Provide a medical certificate after 4 consecutive days of absence or when required by the College.
- Contact the Office prior to any 'planned' absence of four or more days as State law requires school approval for extended periods of absence.

*Enrolled students undertake to:*

- Attend school on time each day, dressed in the correct uniform, and with all the required equipment.
- Obtain College and parental authorisation if you need to leave school before the end of the school day.

## Daily attendance check

Where a Parent or Caregiver has not updated the College with a reason for the student's absence, an SMS is generated by Edumate (our student management system) and a notification is generated via the Parent Portal App, alerting the primary contact to the absence.

## How families can communicate absence reasons

### If absences are pre-planned:

- Less than four days away: Notify the College in writing via SMS, email, or via the Parent Portal App to provide details of the absence

✉ office@thelakescc.nsw.edu.au

💬 SMS: 0438 744 693

- Four or more consecutive days away: Notify the Office by phone or email. You will be forwarded a Long-Term Absence Form to commence the approval process (see *What to do if you are planning a holiday* below)

✉ office@thelakescc.nsw.edu.au

☎ 02 4708 9800

### If absences are unplanned

Families are asked to provide an explanation of the absence to maintain accurate records and demonstrate intention towards regular attendance. To communicate absences, families can either:

- Reply to the automatic SMS message with a response message
- Email the College Administration staff to update records
- Access the Carer Portal on Edumate or the Parent Portal App to record an absence verification online or submit an absence reason in advance
- Provide a medical certificate for four or more consecutive days of absence (senior students must provide a medical certificate for each day of absence during exam block)

*Please note: any absence(s) that remain unexplained after 7 days will result in an "unexplained" status in the College system.*

## What to do if you are planning a holiday:

Our *Enrolment Contract* states under the *Communication* section that families undertake to:

- Make arrangements with the College if you are planning a holiday or other event where the student will be away from the College for more than four school days.

Therefore, if families are planning a holiday for more than four consecutive days, we ask that an email or phone call be made to the College as early as possible to commence the approval process. Once approval is gained, this also allows the school to support continuity of learning. This may include the provision of topical work or a less structured project relating to the holiday, depending on the situation.