# Attendance Procedures at Parramatta High School

All children between the ages of 6 and 17 years are legally required to attend school on each day that instruction is provided. All schools record daily attendances. Furthermore, regular attendance and punctuality are essential to maintain good academic progress.

It is a parent or caregiver’s duty to ensure regular school attendance. Schools are required to inform parents promptly of any case of truancy or of any unexplained absences. In some cases, parents may be prosecuted by the Department of Education and Communities for their child’s extended absences.

All school days are regarded as of equal value and importance. For instance dental appointments should not be made for sports afternoons or days of sporting carnivals. Similarly, poor attendance at the end of each term and the end of the school year is often a cause for concern.

## Roll Call & DEAR

Students are to report to their roll call group when school starts at 8.25 am each day. This is where the daily attendance will be marked. You will be placed in a roll group that consists of students from all years and this will be your roll group for the rest of your time at Parramatta High School.

With the aim of improving reading skills, the school sets aside time each day for students to ‘Drop Everything and Read’ (DEAR). Every morning students read during roll call from 8.25 am till 8.45 am. Students are expected to bring a book to school **every day** for reading. Books can be borrowed from the library, purchased, borrowed from a friend or brought from home. No talking or writing is allowed during DEAR.

## What if I am Late to school?

Students who arrive before 8.45 am are to report to their roll call teacher. After 8.45 am students must report to the Deputy Principal. If possible, you should bring a note from a parent explaining lateness. Students will be asked to swipe their student ID card to obtain a Late Pass, which you need to show to your classroom teacher. A record of late arrival is maintained. All late arrivals, even those before 8.45am, are recorded as a Partial Absences in the attendance roll. If you are late regularly you will be placed on detention and your parents will be notified.

## What if I need to leave early?

Students are requested to make appointments for the doctor, dentist or orthodontist outside of school hours, as all partial absences count towards your total absences for the year. Students must not assume that a request to leave early from school will be granted. Notes must be brought to the Deputy Principal before 8.25 am and an Early Leaver Request from the Front Office will be arranged. Notes should clearly show your full name, roll class and the time you are leaving school. The note must clearly explain the reason for the early departure, the name and phone number of the person with whom you have the appointment (if possible an appointment card showing these details) and a parent contact number for verification of details. Where possible, these appointments are not to be made on a sport afternoon.

Before leaving the school grounds, students are to report to the Front Office to obtain an Early Leaver’s Pass. Students are to keep this pass on them once they leave the school premises as you may be asked by the police or DEC truancy officers for proof that you have been given permission to leave school.

## Am I allowed to leave school during the day?

Parents are always advised if students are to leave school on an excursion for part of a day or a whole day.

The school has a duty of care to students during school hours. Therefore students are not permitted to leave the school grounds without the approval of the Principal/Deputy Principal’s and parental permission in writing to the school. Students who break this rule will be regarded as truants.

## What if I am absent from school?

After each absence, a note signed by your parent or caregiver stating the dates absent and giving reasons for the absence must be presented to the roll teacher at the commencement of roll marking. If you do not provide adequate reasons for absences, they will be regarded as **absent without leave**. Parents should explain any absences within 7 days.

If you are going to be away for more than two days, please notify in writing or by telephone on 9635 8644. Absences of more than three days require a medical certificate. Notes are sent to parents if absences are unexplained.