



Procedures for Parents

If your daughter is absent from the College

Please ring the College before 9am on 9662 4088 to leave a message on the absentee line. If you fail to call on the day of absence, you are required provide a signed parental note informing the College of the reason for your daughter's absence. Parents can also send an email to the following address:
info@olshkensington.catholic.edu.au

If your daughter has concerns with a particular subject

Please make contact with her subject teacher.

If these concerns continue to occur in this subject

Please make contact with the Leader of Learning who is in charge of that subject.

If you have any concerns about your daughter's progress in a number of subjects, lack of motivation, peer relationships

Please make contact your daughter's Leader of Pastoral Care.

If your Family Details have changed

Please inform Student Services in written form or via email of any changes in address, contact numbers etc.

For problems that have occurred on the way to and from school

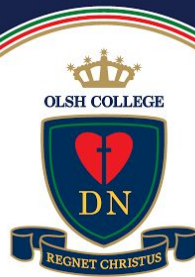
Please make contact with the Assistant Principal.

If you are having difficulties paying your accounts

Please make contact with the College Bursar.

If you have any concerns regarding fees that are being charged

Please make contact with the College Bursar.



- If your daughter is leaving OLSH** Please make contact with the Principal to organise an interview. Following this, the school must be notified in writing of your intentions.
- If your daughter wants to change elective subjects** Please make contact with the Leader of Curriculum who will advise on the best process to follow.
- For matters of a serious concern** Please ring to make an appointment with the Principal or the Assistant Principal.
- Appointments on Day 10 Sport Day.** Physical Activity on Friday Day 10 is a compulsory component of the College Curriculum. Students must have a valid medical reason to be excused from participating in any activity.
- Periods of Absence less than 10 School Days** When a student is going to be absent from school for less than 10 school days, Parents are required to apply in writing to the Leader of Pastoral Care to apply for this leave. Students should be aware of their assessment schedules.
- Extended Periods of Absence 10 School Days or more** In line with the changes to the Education Act (1990) parents are required to apply for exemption from Attendance at NSW Catholic Systemic School by filling in an Application for Exemption from Enrolment at school found on the College website. **The request for Exemption from Enrolment at school must be lodged with the Principal well in advance at least 4 weeks before the intended period of absence.** If approved, the Principal will issue a Certificate of Exemption from Attendance at School under Section 25 of the Education Act 1990.