



## OLSH Attendance Policy

International research demonstrates a strong link between attendance at school, student learning and improved life outcomes. Attendance at school is an important aspect of a student's wellbeing and a key priority for us at Our Lady of the Sacred Heart College. Teachers, families and communities can work together to send a strong collective message about the importance of school attendance.

In NSW all children between the ages of six years and below the minimum school leaving age are legally required to attend school. All students must complete Year 10.

If your daughter is:

### **Absent from school**

A parent/guardian will need to ring the College before 9am on 9662 4088. They can leave a message on the absentee line with the reason for the absence. If they fail to call, a text will be sent to your residential guardian to alert them of the absence. On returning to school a note should be provided for the Pastoral Care teacher with a signed parental note which states the reason for absence.

### **Late for school**

When arriving late to school, students report to Student Services to sign in before going to lockers or class. The student library card is scanned and they will be issued with a late slip. The late slip is shown to the teacher in the next class. Within five days, a parental note must be provided to explain the absence. Parents may also ring the College or send an email to [info@olshkensington.catholic.edu.au](mailto:info@olshkensington.catholic.edu.au) to notify Student Services.

### **Sick on the day of an Assessment Task**

A parent/guardian must ring the school and notify of absence and that a task is being missed on the morning of the assessment. In the case of an appeal because of illness, your Appeal Form must be accompanied by a Medical Certificate.

### **Leave early to attend a medical or dentist appointment**

Parents are asked to schedule all medical and dental appointments outside of school hours. If this is not possible, a note must be provided. The signed parental note stating the reason and the date and time of the appointment is given to the Pastoral Care teacher. The Pastoral Care teacher will enter the note into Sentral. Before leaving the College premises, students are to sign out at the Student Services



area.

**Become ill or injured during normal school hours**

Students who become ill during the day must report to Student Services. Students must not contact their parents when they are ill. All contact must be made through Student Services. Minor injuries are treated at the College. Where necessary Student Services will contact parents to arrange for students to go home or to receive treatment. If necessary, an ambulance or doctor will be called immediately. No student will be permitted to leave the College until a parent/carer has been contacted.

**Can't make it to a sport training session or a match for any reason**

Inform your coach or the Teacher in Charge of Sport via a written note/phone call from your parents.

**Can't participate in Friday Sports**

You are required to hand in a note to the Teacher in Charge of Sport to explain the reason for non participation before recess on Day 10. You will attend a sports study period.