



Student Absences and Punctuality

For students to be able to learn to the best of their ability, it is very important that they are at school on time on school days.

- **Students should arrive at school by 8.50am. The classroom doors will be open for students to come in, unpack and be ready to start their learning at 9am.**

Arriving at school late can impact on learning as the students get out of routine, miss important notices and reminders, miss out on lesson introductions and task instructions. They can often become self-conscious and take a while to settle in.

- **Please avoid unnecessary school absences.**

These can disrupt and cause gaps in learning as well as impact on friendship groups and self-confidence.



What do I need to do if my child is late, I need to pick them up early, or they have been absent?

- Students who arrive after 9am must go to the office first to sign in. They then bring a late pass to the classroom teacher before unpacking.
- If your child has an appointment during the day or you need to pick them up early, let the teacher know before school or write a note so they can have them packed up in time. Students must be signed out at the office. Please go there first. They will show you how to sign out and call the classroom for your child to come down and meet you in the office.
- If your child has been absent, please send them to school the following day with a note explaining the reason for their absence or fill in reasons on Compass. Please include your child's name, class and date. We need to account for all absences. Alternatively, you can ring the school to let them know. If you are going away or you know your child will be absent, letting us know in advance can be helpful. We can then complete an absence slip for you.