

ATTENDANCE PROCEDURE

QUICK GUIDE

- Students scan in until 8:45am. Late arrivals sign in at the front office.
- Teachers to mark rolls by 9:00am.
- Attendance responses in Sentral and App are updated at 9:10am.
- SMS for late arrivals are sent to parents / caregivers at 9:30am.
- Sentral and App responses checked throughout the day and updated.
- Previous unexplained whole school day absences are emailed to parents / caregivers.
- DPs investigate previous school day unexplained partial absences, amends records on Sentral and applies Consistency Guide where applicable.
- Students on School Business have absences entered on Sentral prior to the activity.
- Year Advisors and DPs monitor attendance rates of individual students. Contact is made home through letters and/or phone calls.
- Referral to HSLO is made for students whose absences continue to cause concern.
- Students with excellent attendance recognised by the Principal at year's end.