



## Partial Attendance

**Regular attendance at school is essential for successful student learning.**

Students are required to attend school EVERY day of the school year, unless there are circumstances which make this impossible. These circumstances can include illness, accident or family crisis. Family holidays should be planned for school holiday time, where possible. An attendance rate of 95% is expected. Students must be at school by 8.45am for mentor.

### Late Arrivals (after 8:45am)

Late arrivals are classified as partial absences. Students who arrive late to school must report to the Student Office to have their attendance recorded.

**Students must carry and produce their student ID cards when arriving after 8:45am**

Two slips will be issued to students who arrive late without a note:

- ✓ A late slip which is to be given to the classroom teacher
- ✓ An absence notification slip which is to be filled out and signed by a parent/carer and returned to the mentor teacher the following day.

**All late arrivals must be explained with a note to avoid absences being recorded on student records and school reports.**

### Early Leaver

**Early leave is classified as a partial absence.**

Students who need to leave school early are required to:

- ✓ Provide a written note of explanation to their mentor teacher for approval.
- ✓ The note must contain a satisfactory explanation with sufficient detail and a parent/carer's signature.
- ✓ An Early Leave Pass will be available for collection from the Student Office during the recess/lunch breaks.

### Explaining Absences

ANY absence from school must be explained within seven (7) days of the student returning to school.

Absences can be explained by:

- ✓ Responding to the SMS message received (you cannot send a direct SMS)
- ✓ Telephoning the school on 4969 3177
- ✓ Sending an email to [newcastle-h.school@det.nsw.edu.au](mailto:newcastle-h.school@det.nsw.edu.au)
- ✓ Sending a written note



## Sick Bay

**Students are discouraged from attending school if they are ill.**

Students are NOT permitted to contact parents/carers themselves to arrange to leave school due to illness. If students become ill at school, they are to report to the Student Office.

### During Class Time

If students become ill during class time they must:

- ✓ Advise their classroom teacher who should issue an out of class pass.
- ✓ Present to the Student Office in Administration.

### During Break Time

During breaks, if a student becomes ill:

- ✓ The teacher on playground duty is to be alerted
- ✓ The student is to present themselves to the Student Office.

Where an ill student does not recover sufficiently to return to class, depending on individual needs/circumstances, parents/ carers (or nominated emergency contact person) will be contacted by a school staff member and arrangements will be made for them to go home.

It is vital that contact between the school and parents/carers is continuously available. Parents/carers are requested to designate emergency contact persons in the event that parents/ carers are unavailable and to ensure that all contact details are current. Change of details notification forms are available from Administration.

### Respect, Responsibility & Participation

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