

Attendance Notice

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 that make this impossible. These circumstances include sickness, accident or family crisis.

Where possible, family holidays should be planned during school vacation time and appointments should be made outside of school hours. Family holidays are no longer an eligible reason for exemption from school.

An attendance rate of 90% or above is expected. Families will be notified if their child's attendance falls below this level. If a child's attendance is of serious concern, the DoE's Home School Liaison Officer may become involved.

Students must be at school in time for the start of the school day at 8:55am.

Arriving at school on time and attending all lessons demonstrates respect, responsibility and participation.

Rolls are marked electronically at the beginning of every lesson.

Students who are late to school must sign in at the Student Office. Unjustified late arrivals are recorded as partial absence on a student's official attendance record.

Students must produce their student ID card when signing in late.

Parents will be notified via SMS if their child arrives late or is absent from school. Please ensure that the school has the correct mobile phone number for contact.

Any absence from school (including late arrival) must be explained within 7 days.

Absence can be explained in a number of ways:

- Respond directly to the SMS message received
- Contact the school via phone (4969 3177)
- Send an email (newcastle-h.school@det.nsw.edu.au)
- Submit a written note into the "Absence Note" box at the Student Office

Students are expected to remain at school for the whole day and attend all timetabled lessons.

Students who have a valid reason to leave early, must place an explanation note into the "Early Leave Pass Request" box at the Student Office, then collect their pass at recess.

Senior Students (Years 11 & 12) are permitted to:

- Sign In after 8:55am if they don't have a timetabled class Period 1.
- Sign Out after their last timetabled lesson.

Senior Students are not permitted to leave the school during the day between lessons.

Please contact the school if you need support regarding your child's attendance.

Students who have regular, punctual attendance achieve the best result possible and have better future prospects.



In Summary:

- ✓ School starts at: 8:55 am and finishes at 3:00pm
- ✓ Attend every day unless there is a valid reason
- ✓ Arrive on time
- ✓ Attend all lessons
- ✓ Do not leave the school grounds during the day
- ✓ Absence must be explained within 7 days.
 - ⇒ Respond to the SMS
 - ⇒ Phone 49693177
 - ⇒ Send a note
 - ⇒ Send an email
- ✓ Organise appointments outside school hours
- ✓ Organise family holidays during vacation time
- ✓ Encourage and support full attendance and participation in all school activities
- ✓ Contact the school if you need support
- ✓ Questions regarding attendance should be directed to Ms Kadarusman

