



POLICY

Effective:	October 2017
Date of last review:	January 2018
Date of next review:	July 2018
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SENIOR STUDENT ATTENDANCE

RATIONALE AND PURPOSE

Regular attendance and punctuality are valued at Lambton High School. Regular attendance at school for every student is essential if students are to achieve their potential, and increase career and life options. For senior students, appropriate management of study periods within their timetable cycles is crucial to maximise opportunities for learning. The purpose of this policy is to clarify senior student expectations in relation to attendance. Flexible attendance is a privilege, not a right.

This policy applies only to Year 11 and 12 students. Year 10 students must attend school 9.00am – 3.05pm.

1 SENIOR ATTENDANCE EXPECTATION

Post-compulsory age students are required to maintain a satisfactory level of attendance as determined by the Principal. In addition, students must apply themselves with sustained effort and diligence and comply with the NSW Education Standards Authority (NESA) requirements for the Award of The Higher School Certificate:

- 1.1 At Lambton High School, the minimum attendance rate is 85%. NESA warning letters will be issued to students whose attendance falls below this rate.
- 1.2 Parents/carers must provide an explanation for absences (full and partial) by means such as a telephone call, written note, text message or email to the school within 7 days from the first day of any period of absence.
- 1.3 During Preliminary and Trial HSC examination periods students will be provided with an examination timetable and are required to attend only for the examinations appropriate to their pattern of study.
- 1.4 The Senior Learning Centre is staffed during all periods of the school day and Year 11 and 12 students are encouraged to utilise the resources provided to them to maximise learning opportunities.

2 STUDY PERIOD PRIOR TO FIRST TIMETABLED PERIOD OF THE DAY

When students have a study period prior to their first timetabled period of the day:

- 2.1 Students may remain at home to study, arriving at school prior to their first timetabled lesson of the day. On arrival, students must sign in at Student Services as flexible attendance and then proceed directly to the Senior Learning Centre.

- 2.2 Students who have a timetabled Period 0 lesson followed by a Period 1 study period will go directly to the Senior Learning Centre at the conclusion of Period 0. These students are not required to sign in at Student Services.
- 2.3 Students who arrive after the start of a timetabled lesson should sign in at Student Services as a late arrival and then proceed directly to the lesson. Students signing in as a late arrival require a parent/carer note to explain to lateness.

3 STUDY PERIOD AFTER FINAL TIMETABLED PERIOD OF THE DAY

When students have a study period after their final timetabled period of the day:

- 3.1 Students may leave school to return home to study at the conclusion of their final timetabled period. When this occurs prior to 3.05pm, immediately prior to leaving the school site students must sign out at Student Services as flexible attendance and then proceed directly off the site.
- 3.2 Students choosing to remain on the school site following their final timetabled period must attend the Senior Learning Centre. These students do not sign out at Student Services until they are ready to leave the school site. If students remain on site until 3.05pm or later, no sign out at Student Services is required.
- 3.3 Students who are enrolled in a TVET course and leave the school site to attend TAFE must sign out at Student Services immediately prior to leaving the school site and then proceed directly to TAFE.
- 3.4 Sign out procedures apply all days, including Monday and Wednesday afternoons.
- 3.5 Students requiring to sign out of school prior to the end of timetabled lessons are required to present a parent/carer note requesting to be an early leaver. Students are encouraged to make appointments after school hours where possible.

4 STUDY PERIOD BETWEEN TIMETABLED LESSONS

When students have a study period or multiple study periods between timetabled lessons:

- 4.1 Students must attend the Senior Learning Centre and engage in activities that are positively contributing to personal educational outcomes.
- 4.2 Students who do not attend the Senior Learning Centre during these study periods will be considered as truants and consequences will be enforced as appropriate by Attendance Coordinator and/or Head Teacher Wellbeing.
- 4.3 Students will be given opportunities throughout each term to access workshops and BOOST sessions in the Senior Learning Centre during study periods.
- 4.4 Students have access to Senior Learning Centre staff every period.
- 4.5 Students who have three or more study periods in a row may apply directly to the Principal to request permission to return home for this period of time to engage in individual study. Application is made through parent/carer letter and approved on a case-by-case basis.

5 LEAVING SCHOOL SITE AT OTHER TIMES

- 5.1 Students are not permitted to leave the school site to return to cars during timetabled lessons, lunch or recess. Students must ensure they bring all equipment with them at the start of the school day.
- 5.2 Students are not permitted to leave the school site during timetabled lessons, lunch or recess, to go to food outlets regardless of the proximity to the school.