

# PARENT EXPECTATIONS

## Attendance, Leave & Uniform Expectations for Parents and Caregivers

### ATTENDANCE

Education for your child is important and regular attendance at the College is essential for your child to achieve their educational best and increase their career and life options.

However, at times, your child may be absent from School. **For whole day absences please use the Compass Parent Portal and the Add Attendance Note Feature.**

When using the Add Attendance Note Feature, please ensure that the correct reason is entered for any absence(s) and that specific information is also noted in the Details/Comment field so that the College has accurate records.

At the time of departure, the signed note should always be presented by your child at Student Services so that our records are accurately maintained.

Following an absence from the College you must ensure that within 7 days you provide the College a verbal or written explanation for the absence, otherwise the absence will be notified as UNJUSTIFIED.

**If students arrive late** to the College parents/caregivers must notify the College as soon as possible via the Compass Portal, telephone call or signed parent/caregiver entry in their child's diary outlining the reason for the lateness. All late students must still sign-in at Student Services upon arrival at the College. Follow-up will occur for those students that frequently arrive late without a valid reason.

### LEAVE

All student leave requests, in the first instance, should be communicated in writing, via email, to the Principal (Mr Gleeson). Students requesting leave should then see Mr Johansen (Director of Students) in Xavier Court to obtain the appropriate paperwork. There are two forms – Exemption from Attendance (under 10 days) and Application for Extended Leave (over 10 days).

All completed leave forms should be returned to the Director of Students office as soon as possible for processing. It is important to note that leave beyond 10 days must be considered by Catholic Schools Broken Bay via the College) before final approval. The Compass Portal should not be used for any student leave requests.

### UNIFORM

As mentioned in the College diary the students' uniform *enhances a sense of belonging to the College community. Wearing the uniform correctly shows pride in one's appearance and enhances the reputation of the College in the wider community.* If students are not in correct uniform they must report to their Year Leader before 8.30am, with a parent/caregiver note, to be issued with a Uniform Pass. The consequence of being out of uniform without a Uniform Pass may result in a demerit. The correct uniform should be worn at all times travelling to and from the College, at school and at any College function. Year Leaders will be following up, in the first instance, with students who do not meet the required expectations. Repeated infringements may lead to a Reflective Growth Intervention (RGI).