

ATTENDANCE PROCEDURES

Lateness: Students arriving at school after 8:40am **must** report immediately to College Reception so that the attendance roll can be adjusted.

Absence: When a student is absent parents are asked to notify the College by 9am, either by emailing absences@braemar.vic.edu.au or by telephoning the College on 5427 2500.

Early pre-planned departure: If a student needs to leave school early for any reason other than illness, please communicate with the relevant Year Level Leader, detailing the time the student will depart the College. Students should show this note to their subject teacher if they need to leave a class early. A parent or adult guardian should sign the student out in the Early Leavers Book located at College Reception. If the student returns to the College that day, upon arrival the student must be signed back in at Reception by a parent or adult guardian. Only students in Year 12 are permitted to sign themselves out of the College.

Early, unexpected departure due to illness: A student who feels unwell during the school day and wishes to go home due to illness, must attend the First Aid Centre for assessment. The Nurse will contact the parent if necessary. Before leaving the College, the student must be signed out in the Early Leavers Book by a parent or adult guardian. This book is located at College Reception.

Extended absences: Requests for leave of absence for reasons other than illness should be made in writing and in advance, to the Year Level Leader who will pass this information on to the person responsible for marking the attendance roll. Where the period of leave requested is greater than one week, the request should be made directly to the relevant Head of School.