



CHATSWOODHIGH SCHOOL

A NEW ATTENDANCE SYSTEM

INFORMATION FOR STUDENTS, PARENTS and TEACHERS

What students need to know.

Roll Call is completed at 8:55 am. After this you are late.

If you are **late** you go to the office and swipe your card. You will receive a late slip.

You show the late slip to your teacher. You keep the slip for the rest of the day to be shown to any teacher on request as evidence of your late sign in at school.

The **second part of the slip** is retained by the office. It is a slip to be signed by your parents.

The parent slip is posted home if you demonstrate a pattern of lateness.

Parents will be invited to discuss persistent lateness at school with the relevant Deputy.

For persistent lateness, the penalty is a detention under the student management policy.

Students who are following **Pathways** and who have late starts and early finishes need to swipe in and swipe out.

If you lose a card, the cost of replacement is \$10.00. The card is held at the office until the \$10.00 is paid and in this way it can be used to swipe you in if you are late, but you cannot access it as a student identification card.

If you have to **leave early**, you must follow the following procedure.

1. Bring your parent note to the office **before Roll Call**.
2. You will swipe your card and select the type of leave required.
3. You will receive a slip to be signed by the Deputy Principal.
4. At your leave time, you will go to the office with the signed slip and swipe your card to show that you have left the school

An unsigned pass is not valid and will not be accepted by Police or DET officers who monitor student absences.

Absence notes are still handed in to your roll call teacher as now.

What parents need to know.

A new attendance system is being introduced into the school. The system has cost in excess of \$5000.00 per year and is designed to improve student attendance and enable us to give more accurate information to parents about lateness and truancy. Ultimately, the aim is to improve student learning outcomes by improving attendance at school.

The cost of student cards have been met within the initial outlay, but the cost of replacement cards is \$10.00 per card.

Replacement cards, when required are held by the office until the replacement fee of \$10.00 is paid.

The card is useful to the student as evidence that they are a student and can be used when seeking concessions and when dealing with government departments.

School commences *every day* at 8:50 am. Roll Call is completed by 8:55 am. Arrival after this time means that a student is late..

If students are persistently late, the school will send home copies of the students' late slips and ask parents to explain why their children are persistently late.

Under the student management policy to be introduced in August, students who are persistently late will be given after school detention.

Absence notes are still handed in to the roll call teacher as now. Absence notes should be sent on the first day a student returns to school. Alternatively, parents may phone the school on 9419-3611 to register an explanation for a student absence.