



## **Attendance and Absence Procedures**

All students are expected to attend school unless ill or otherwise legitimately absent supported by a letter home from home. Unauthorised absence will be recorded as such. It is the parents' responsibility to see that their children attend school regularly. We adhere to a strict attendance policy.

### **Advances permission to be absent**

This should be obtained if a student expects to be absent for a serious reason. A note from parents stating the reason and the dates for the expected absence should be sent to school addressed to The Secondary School Principal, Mr Connolly. When classified as an excused absence by the Principal the student will receive teachers' support for any missed classes.

Family trips or Birthdays taken without prior notification and approval may result in no teacher support being given. It is the students' responsibility to confer with teachers and complete all the work that has been missed.

### **Absence from school**

If your child is ill or unable to attend school for some reason, you need to contact the school by phone, letter or email.

School will make contact with parents regarding absence from school where parents do not inform them of the reasons.

### **Truancy**

Non-attendance in school could be considered Truancy. If student is found to be absenting him/herself from school without parental permission the reasons for this will be investigated.

The following sanctions will be put into place:

For a first offence the student's parents will be contacted and the student will be put into After School detention

Any further offences the student's parents will be called into school and a plan of action will be put into place. The purpose of this plan of action will be to support the students' reintegration into the school community while ensuring that the reasons for the truancy are properly understood.

If, despite this process, the student persists in his/her truancy they may be permanently excluded from the school.

### **Attendance to Class**

This is compulsory. Every unexcused absence from class will be reported to the Tutor/Head of Year, and the appropriate action taken. Parents will be informed of any sanction imposed on the student resulting from this. Students who miss class may expect to make up the academic time by serving an after school detention. If they continue to miss lessons they may be suspended from school. The school reserves the right to permanently exclude students who repeatedly miss class without any justifiable reason.

Students who need to leave class in the course of a lesson may only do so with the written permission of the teacher who will sign a slip to that effect.