

ATTENDANCE INFORMATION FOR STUDENTS & PARENTS/GUARDIANS

Signing In - Late to school (arriving after 08:40)

- If a student arrives to school after 08:40 he/she must
 1. have a note to explain their reason for being late **or** be accompanied by a parent/guardian.
 2. go to the school reception (front office in the monastery building) before going to class and sign-in so that his/her attendance can be recorded accurately on the class roll.
 3. go straight to class.
- If a student does not have a note or is not accompanied by a parent/guardian then he/she must still sign-in at the school reception before going to class. His/her lateness will be marked on the class roll as 'unexplained' (L2)*. This will be recorded and reported to the year-head.
***Please be aware that 3 L2s per term = detention, a further 3 L2s in the same term = detention & deferred suspension, 7 L2s in the same term = suspension.**
- If a student turns up to class without having signed in, he/she will be asked by the class teacher to go to school reception to do so.
- If a student signs out to go to an appointment, he/she must sign in at the school reception when he/she returns to school.

Signing Out - Leaving school for any reason

- If a student is leaving the school for any reason, he/she must
 1. be accompanied by a parent/guardian
 2. sign out at the school reception (front office in monastery building)
- Any student who leaves the school without signing out will be reported to the year-head for mitching*.
***Please be aware that mitching 1 class = detention and mitching more than 1 class = automatic suspension**
- If the school reception is closed for any reason, then the student must inform his/her year-head that he/she is leaving school.