

## Absences

All absences must be verified by a note from the parent/guardian, and presented to the Care Teacher on the first day of attendance after the absence.

It is important that students arrive in time for roll-marking in Care Group at 8.45am.

If late, students must report to the Late Arrival Counter at room A39 with a note from the parent/guardian regarding the reason for lateness.

Students will be marked “absent” on the roll if the student is not present in Care Group or does not report to the Late Arrival Counter on arrival at school.

Students may not leave the school grounds during the day without permission from the Administration, and no student will be sent home from the school before 3.00pm without prior notification from the parent/guardian.

**NB – School finishes at 2.50pm on Mondays only.**