School Mission Statement
To be a middle school committed to the education of resourceful independent women striving for excellence in a supportive, enriched learning environment.

The NSW Department of Education and Communities policy on Compulsory Attendance at school states

Children are expected to attend all school activities, on time. Regular attendance helps your child:

– develop the skills needed to access the world of work and other opportunities
– to learn the importance of punctuality and routine
– to make and keep friendships.

Student Attendance
It is expected that at GRC Penshurst Girls Campus students attend school regularly, be in attendance on time for the start of the school day and participate fully and effectively in all educational programs available in the school. The school recognises the direct relationship between regular attendance and the achievement of positive learning outcomes for students. Students, parents and guardians should be aware that:

- Department of Education and Communities regulations state that all students who are enrolled at a school are expected to attend that school whenever instruction is provided and that all absences be justified in writing with a valid reason
- Regular and punctual attendance is compulsory and is a requirement to meet learning outcomes for the award of the ROSA by the Board of Studies
- They have a responsibility to ensure that a student enrolled in the school arrives at school on time for the start of the school day
- If a student is absent from school, it is expected that the parent/guardian will inform the school in writing of the reason for the absence promptly and within seven school days. Sets of absent notes are available from the Office and are sent out to families with fee notices.
- If a student is late to school for a valid reason the parent/guardian will provide in writing the reason for the late arrival
Our attendance procedures address problems of partial attendance, that is, students who are regularly late, truant or who regularly seek permission to leave early. Late arrival is disruptive to the student’s learning experience, disadvantages the student and is also a distraction to other students.

**Students Arriving Late at School**

- All students who arrive late to school must report to the Front Office for a late note which they present to their first teacher. **On the third occasion they arrive late without a parental note giving a valid reason they are placed on After School Detention.** Further infringements may lead to referral to the Deputy Principal and the issuing of a Warning of Suspension for continued disobedience.

- Students are not admitted late to class without a late slip. (From time to time public transport and/or traffic may cause students to be late.

- All students arriving late to school will have an SMS sent to their parents to notify them of the date and time of arrival.

- Students arriving late will be monitored at front office by the HT rostered for that day in regard to uniform and lateness.

- Students out of uniform with a note will be issued with a Uniform Pass or if no note they will be issued with a Uniform Infringement slip and their name recorded on the Out of Uniform database.

- **Late arrival, without a valid parental note, after the end of DEAR/Roll Call will result in automatic referral to the Deputy Principal.**

- **Repeated Lateness (3/2/1 procedure):**
  - 3 times in a term will result in an After School Detention being issued,
  - a further 2 times will result in a 2nd After School Detention being issued and
  - the next late arrival will result in a 3rd After School Detention as well as referral to the DP for a possible Warning of Suspension.

- **Repeated Lateness in the previous Term** results in a student starting with only 2 late arrivals leading to an After School Detentions being issued and then on the next late arrival an After School Detention as well as referral to the DP for a possible Warning of Suspension.

The following flow chart outlines the procedures to be followed when a student is late.

Reviewed 2013
Late Arrival with or without a parental note

Rolls Marked in DEAR/Roll Call.
Late Students sign in at office
– get a late note and go to DEAR class

If DEAR finished
Report to Year Deputy

2. Office
Data entered into OASIS

With a parent note
YA monitors reasons for late arrival supplied by parents/carer

HT on duty monitors lateness and uniform

3. HT Admin accesses OASIS and distributes
Unexplained Late Student Information via email to YAs and HTs

4. Year Advisers & Head Teachers
• The YA monitors lateness of their students and counsel students/ring home if students are arriving late and refer them to the HT if necessary. RISC entry on student interview and reasons
• If a student has 3 or more unexplained late arrivals in a term the HT for that year group will issue an after school detention after consulting with the YA

WELFARE
Year Adviser:
• Monitor late students
• Interview student
• Phone parent/carer and record on RISC
• Liaise with Year HT
• Refer to HT Welfare

DISCIPLINE
Year HT:
• Liaise with YA
• Issue detention with a RISC entry
• Interview student if lateness continues and issue 2nd after school detention with RISC entry
• Refer to DP

HT WELFARE
• Design support plan with links to counsellor and/or LASTs if necessary
• Possible HSLO referral
• Refer to DP if necessary

DEPUTY PRINCIPAL
• Interview Student
• Contact Parent
• Possible Warning of Suspension issued

Persistent lateness or invalid reasons