



ATTENDANCE & PUNCTUALITY POLICY

Students are expected to arrive on time for all lessons and students with a pattern of lateness will be put on detention to make up for missed time.

EARLY LEAVERS

If you need to leave school before your scheduled daily finishes, your parent/guardian needs to phone or email the administration team (ph: 9518 5123, email: admin@apgs.nsw.edu.au), or provide the student with a written note which they are to hand into the front desk in the morning when they arrive at school. Once this is logged onto your student profile the student is to come to the front desk so an admin staff member can sign you out.

In the case of an emergency only, the parent/guardian may ring through to Admin to advise an early departure. The explanatory permission note from the parent/guardian is then to be given to the receptionist the following day.

ABSENCES

All students **must** provide the school with a written explanation (signed by a parent/guardian), an email, or a phone call from a parent/guardian for any type of absence (late, partial or whole day).

All students are to have 100% attendance except in the case of legitimate illness or personal emergency.

If you are going to be late or absent, your parent/guardian needs to email the details of the absence or lateness, call reception, or write a letter which explains your absence/lateness, attaching the medical certificate, if applicable (more than 2 days or in the case of missing as assignment.

Note: Years 10, 11 & 12 have stricter policies relating to late and missed assessments). This must be handed in on the day of your return to school to the front office.

If you are expected to be absent from school for an extended period, i.e. more than 2 days, you are required to fill in an **Exemption Application Form** which can be sent to you if you contact administration, and also found on the school website, <http://apgs.nsw.edu.au/web/current-students/student-resources.html>

Remember a minimum attendance is required in order to fulfil your academic requirements for your studies and that extended absences may result in a failure to meet these academic requirements.

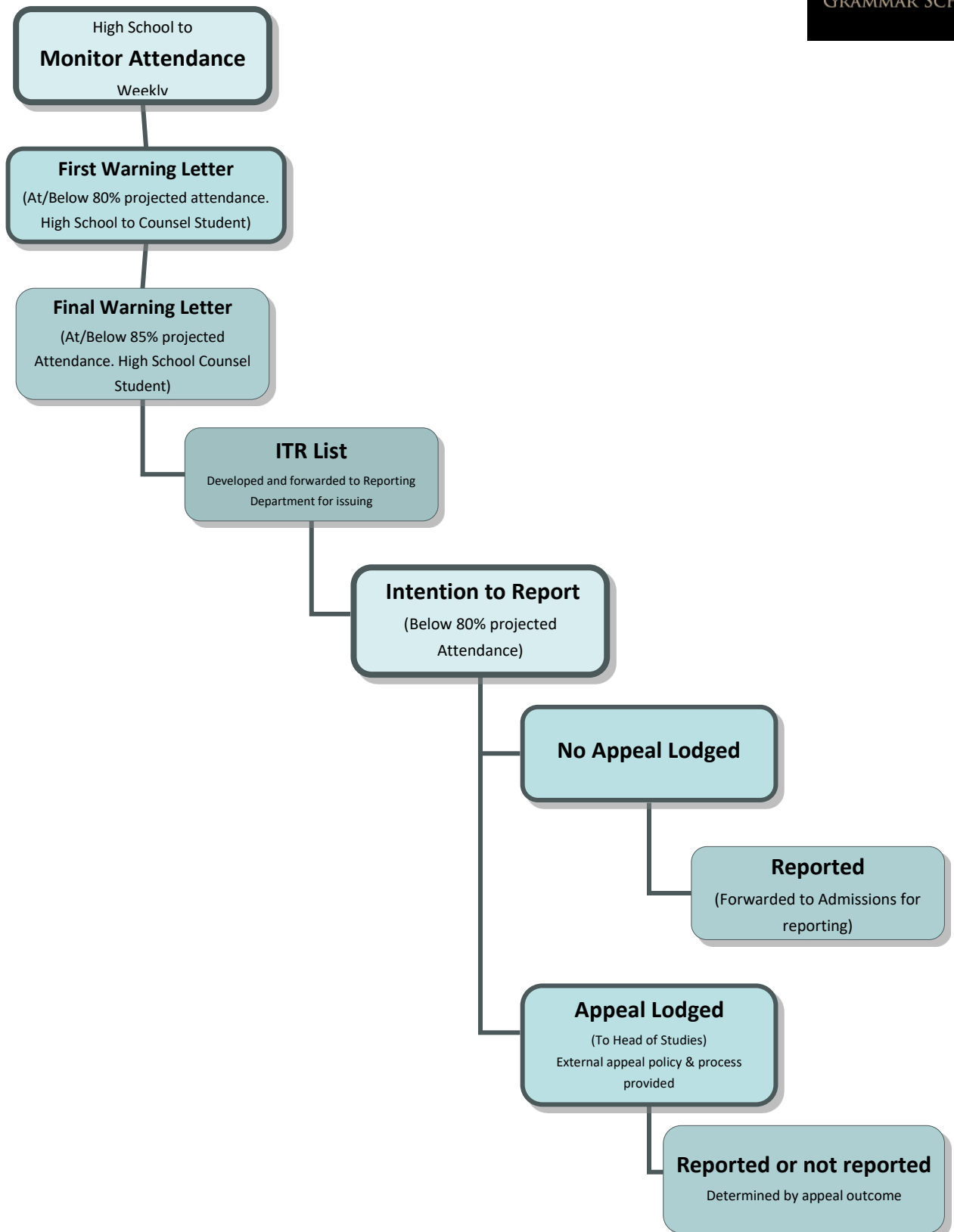
If you are an International Student on a Student VISA you must maintain a minimum attendance of **80% in every subject**. If you are sick, you **MUST** get a doctor's certificate from a REGISTERED practitioner with a PROVIDER Number. Letters and notes from traditional healers and/or natural medical practitioners are not accepted as proof of illness for the purpose of attendance.

You **MUST** hand in the original certificate to Admin on your return to school. A copy of the original certificate will be made and the date handed in also recorded. The original will be returned to you. Keep the original in case you need to show it to DIAC.

You must keep your own record of any absences. The school will not provide a list of days/periods absent for any student in order to prevent the abuse of such information. Students with poor attendance will be reported to DIAC.

Note that attendance calculations are based on **Projected Attendance** for a term, not actual attendance. This is in accordance with DIAC regulations.

2F. ATTENDANCE REPORTING FLOWCHART



ATTENDANCE REPORTING FLOWCHART: DETAILED



<p><u>Attendance Information</u></p>	<p>All students are informed of the attendance policy of APGS and their attendance requirements (especially for international students) for their visa purposes at student orientation. This information is also provided in the student orientation booklet and in Section 1-IX of this booklet.</p> <p>With the exception of genuine illness and/or urgent private affairs, students are expected to attend all scheduled classes. For an absence of more than 2 days students are required to produce a medical certificate from a registered medical practitioner.</p> <p>Lateness is not acceptable and the student may be marked absent for late arrivals. This is at the discretion of the Head of Studies and/or classroom teacher. For further attendance rules and guidelines, please see Section 1-IX of the student handbook.</p>
<p><u>STEP 1</u></p>	<p>Monitor Attendance</p> <p>High School Staff to run reports for Attendance rates for all students and keep on record.</p>
<p><u>STEP 2</u></p>	<p>Send First Warning Letter</p> <p>First warning letter sent to students with attendance at/ below 90%. <i>If student is under 18 years, a copy of the letter is sent to the Guardian &/or Agent.</i></p> <p>Student asked to make an appointment to see the Head of Studies to discuss their attendance.</p>
<p><u>STEP 3</u></p>	<p>Student Counselling</p> <p><i>Head of Studies to counsel student.</i></p> <p>At attendance counselling the student will be reminded of attendance policies, and (for overseas students) that satisfactory attendance is a student visa requirement. The student will also be given a copy of the First Warning Letter to sign and this is kept on file.</p> <p>Counselling processes <u>must</u> inform the overseas student that if attendance falls below the required level, the student will be reported and the student visa is at risk of being cancelled.</p> <p>Attendance Intervention Strategy Form to be completed, signed by the student and placed on the student file.</p> <p><i>Any questions regarding the student visa conditions and possible outcomes of breaches should be referred to DIAC</i></p> <p><i>If student is under 18 years, a copy of the letter is sent to the Guardian &/or</i></p>



	<i>Agent.</i>
<u>STEP 4</u>	Send Second/ Final Warning Letter When a student's attendance is/ falls below 85% Second/Final warning letter sent to student. <i>If student is under 18 years, a copy of the letter is sent to the Guardian &/or Agent.</i> Head of Studies to counsel student. The student will also be given a copy of the Final Warning Letter to sign and this is kept on file. Student asked to make an appointment to see the Head of Studies and President of APGS to discuss their attendance.
<u>STEP 5</u>	ITR List A list is sent to the Reporting Officer of all students who require an ITR to be sent.
<u>STEP 6</u>	Intention to Report (ITR) If a student's attendance falls below 80% of their program they will be informed of the <i>Intention to Report Letter</i> and a <i>Recommendation to Cancel</i> form will be completed. Internal & external appeal policy and process provided to student. Student has 20 working days to access this process.
<u>STEP 7</u>	No Appeal Lodged Go to <u>Step 9</u>
<u>STEP 8</u>	Appeals Lodged All appeals to be forwarded by student to the Head of Studies and President. <i>(Appeals process activated)</i> <i>If internal appeal is denied, the student is reminded of the external appeal process.</i> <i>If the appeal is upheld, no reporting occurs and paperwork is filed.</i>
<u>STEP 9</u>	To be Reported Recommendation to Cancel CoE Form to be completed by Reporting Officer and forward to Admissions
<u>STEP 10</u>	Admissions Complete cancellation process and file paper work in students file. Notification to the Secretary of DEEWR through PRISMS.