

SCHOOL ATTENDANCE

Attendance

Attendance at school is compulsory. Both daily and lesson attendance rolls are kept by class teachers and absences are monitored daily. This applies equally to sport and physical education, which are subjects of the school curriculum.

Parents should excuse their children's absences only in unavoidable circumstances. Appointments with doctors, dentists, etc. should be made outside school hours; only exceptional circumstances warrant intrusion into school time.

Student Absences

All absences from school must be explained by notes written and signed by the parent or guardian giving the dates and reasons for such absences. The student's name, year and Contact Group should be indicated on the absence note, which should be handed to the Contact Group teacher on the morning of the student's return to school. Absences, which have not been explained by a note within 7 days of the absence, will remain on the rolls as an unexplained absence. Students are expected to catch up on missed work in their own time, including that missed while on excursion.

To inform the school of your child's absences, please use the following address:
<mailto:absences@campbellhs.act.edu.au>

Teachers will contact the parents of students whose attendance is of concern.

Lateness

Students who arrive late to school must report to the Student Services Office to sign the Late Book or the Front Office if with a parent. Teachers will follow up students who are frequently late to school.

Permission to Leave School Grounds

Students are not permitted to leave the school grounds without written request from their parents and permission from the Principal. This applies at recess, lunchtime or at other times during the school day.

School Leavers

It would be helpful if parents were to contact the school by telephone or letter approximately two weeks before their children are to leave our school.

Students who are leaving school permanently or transferring to other schools should report before their last day of attendance to the Front Office, where they will be given a Leaver's Form. The Leaver's Form contains a list of teachers who must sign the form.

Students should make sure that they return, before or on their last day, all school textbooks, PE gear and library books to the appropriate teachers. Lockers should be emptied.