



POLICY REVIEW AND APPROVAL

This Policy has been reviewed and endorsed by the Principal:	December 2023
This Policies next review and endorsement is due in three to four years:	2026



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Geelong High School on 03 5225 4100 or geelong.hs@education.vic.gov.au.

We would just like to make clear the expectations about student attendance at Geelong High School, particularly for senior students. These expectations are in place to ensure that we meet our duty of care obligations and our emergency management requirements.

Students are to be in attendance for the whole school day from 8.50 am to 3.10 pm.

Students are only permitted to leave and return to the school during the day if they present a signed note to the Administration Office, or if a parent has made an absence entry on Compass, and obtain a leave pass for a medical/counselling appointment.

Students are **NOT** permitted to leave the school at recess or lunch time or at any other time without having obtained a leave pass for an approved reason.

Students arriving late to school must bring a note and obtain a late pass on arrival. Failure to do so may result in an after-school detention. Students can sign in and sign out with their ID card at the kiosk at the administration office. This will not be approved unless a signed note is given to the administration office.

The only exceptions are for:

- Students who have an educational activity off site such as VET classes, School Based Apprenticeship placements, are assumed to have left the school. These students are expected to follow school rules whilst travelling to and from their VET class whilst in uniform.
- VET students with no scheduled classes in period 1 and 2 (VET Private Study), are assumed not to be at school. If you **do** come to school during VET private study classes, you must sign in at the Administration Office on arrival, and the Library sign in sheet. You can sign in via the kiosk using your ID card.
- Students in Year 12 with Private Study periods may leave school at the completion of their last scheduled class for the day. That is, if period 4 is their last timetabled class then they may leave school at the completion of that class. Thursday period 5 (Home Group) may be the last scheduled class.
- Should Year 12 students decide to remain at school during their afternoon private study class, they need to sign in at the Library.

In all other cases when students have a Private Study period they will have their roll marked at the Library. Failure to attend may result in an afterschool detention. Students should remain in the venue where their roll is marked unless permitted to go elsewhere by a staff member.

Year 12 Students who have an “*uncovered class*” will have their roll marked by an Assistant Principal at their classroom and are to remain at school in their assigned classroom.

Staff and School Council have reviewed our attendance policies and it is clear that student achievement is clearly linked to student attendance – maximum attendance leads to maximum results.

Parents should note:

Contact should be made with the school before 9:00am OR the absence entered on COMPASS when a student is going to be absent. Direct telephone contact can be made on 5225 4100.

LATE ARRIVAL AND EARLY DEPARTURE PROCEDURES FOR ALL YEAR LEVELS

LATE ARRIVALS

Students arriving late to school are to enter via the Administration Office and use their ID card to “tap on” at the Compass “Kiosk” which will record their arrival time at the school. In the event they don’t have their card with them they must report to the Administration Office to have staff record their arrival time. They then need to make their way to class as quickly as possible. If the student does not have a note or Compass entry from their parent their arrival will be recorded as an “Unapproved” Late and will need to be approved by the Parent/Carer either logging onto to Compass to approve the late arrival, providing a note or contacting the school to approve over the phone.

EARLY DEPARTURES

Students needing to leave the school early may only do so with the approval of a Parent/Carer, either via the parent recording the departure via Compass, a note, or a phone call as early as possible. The student will then need to exit the school via the Administration Office and “tap out” via the Compass “Kiosk” to record their time of departure. In the event they don’t have their card with them they must report to the Administration Office to have staff record their departure time.

“OUT OF CLASS” PROCEDURES

If a student is at school but for some reason they are NOT attending their normal timetabled class, they are required to report to their House Leader, the Administration Office or any member of staff. Teachers will *rightly* mark students that have not turned up to their class as “Not Present”, therefore it is the responsibility of the student to make sure they are accounted for, and this is done by the student being marked “Exempt” on Compass. Being marked “Exempt” means that they are in the school but are exempt from the class they are expected to be in and will therefore save Parents/Carers from receiving unnecessary text messages reporting them as absent.

YEARS 10, 11 AND 12 - VET PRIVATE STUDY PROCEDURES

Students who have VET Private Study on a Tuesday or Thursday Periods 1 and 2 are NOT required to attend school until Period 3. It is now a requirement that when these students arrive, anytime during Periods 1, 2 or recess, that they enter via the Administration Office and “tap on” using their ID card at the Compass “Kiosk” to record their time of arrival. If the student does not have their ID card with them they must report to the Administration Office to have their arrival time recorded. Student’s must then sign in at the Library.

Students who have VET classes outside the school on a Monday or Wednesday afternoon are considered not to be at school and will not appear on any rolls. If a student is at school when they are expected to be at their VET class then they should sign in at the Compass kiosk as a visitor, then report to the Library and sign in on the Library attendance roll.

ARRIVAL AND DEPARTURE PROCEDURES FOR STUDENTS ATTENDING A SCHOOL BASED APPRENTICESHIP or WORK PLACEMENT

Students attending a school-based apprenticeship are not expected at school on the day of their placement. If students do come to school on this day, they should sign in and sign out at the Compass kiosk with their card or at the administration office.

PRIVATE STUDY PROCEDURES - FOR YEAR 12'S ONLY

MORNING SPARES

- Year 12 students are required to be at school from the first session of the day.
- If students are late or need to attend an appointment during their morning private study, parent/guardian approval is required (even if the student is 18) as attendance rolls will be marked. Students are to report to the Library during the first 10 minutes of their morning Private Study period, or double period, to have their names marked as "Present" on the roll. If students miss the roll call, they are to report to the Administration Office to be marked as "Present" to avoid parents receiving an unnecessary text message reporting them as "Not Present Unexplained".
- Once a student has been marked "Present" at school it is of great importance that the student remains in the school to study in the Library in the event of an emergency we must be able to account for all of our students that are marked "Present". Therefore, it is UNACCEPTABLE to leave the school grounds after the roll has been marked.

AFTERNOON PRIVATE STUDY

- If Private Study Periods are after lunch students (Year 12's only) may choose to leave the school from the beginning of lunchtime. These students will not appear on a roll and are assumed to have left the school. We encourage students to stay if they wish to study at school. If they do stay they MUST sign in at the Library and sign out when they leave. This will ensure, that in the event of an emergency evacuation, they are accounted for.

It is extremely important that students follow the instructions above so that we have an accurate record of who is in the school if we are required to account for everyone in an emergency situation.

PROCEDURES FOR YEAR 11 & 12 STUDENTS ATTENDING SCHOOL DURING EXAM TIMES

During exam times for Year 11 and 12's, normal classes are cancelled as students are only required to attend their exam, where their attendance is recorded, and leave the school. If students wish to attend school to study or see their teachers, they are required to Sign in and out via the Compass "Kiosk" as a Visitor in order for them to be accounted for in an emergency.