

HAMPTON PARK SECONDARY COLLEGE STUDENT ATTENDANCE 2014

Year 7-9 Attendance Policy

It is recommended that students in the Junior School miss as little school as possible. Hampton Park Secondary College requires students attend the school 80% of the time to ensure they have as much opportunity to succeed as possible.

Upon returning to school from an absence, students are required to bring a note from their parents/caregivers explaining their absence and submit the note to the Attendance Officer in the front office.

To assist students in meeting this requirement regular contact will be made with parents regarding their child's absences through phone calls & sending a letter home.

Students who are ill should be encouraged to go to the doctor.

Why is this attendance policy necessary?

- To reach their potential at school, students need to attend school regularly.
- Missed work **MUST** be caught up on.
- There is a far greater chance of a student becoming an early school leaver if they don't attend school regularly.
- We are obliged to account for the whereabouts of our students daily.
- To prepare students for expectations of industry, TAFE and VET courses.

What do you do when your child is absent from school?

If your son/daughter is going to be absent for any reason please telephone:

8795 9444

This is a dedicated phone number with an answering machine.

Please leave your child's:

- **Name**
- **Home Group**
- **Date of phone call**
- **Length of absence**

Please note: All phone calls must be followed up with a note from the parent/caregiver or a medical certificate.

SMS Messaging

An SMS text message will be automatically sent to parents/caregivers during Period 1 if your child is absent and the school has not been notified.