

Attendance Policy

New School Leaving Age

As of January 2010, NSW has a new school leaving age, meaning students will complete Year 10 and then have a number of options in which to participate until at least age 17.

From 1943 until 2009 it has been compulsory for students in NSW to attend school until the age of 15. In line with other states, NSW has now passed legislation to change the years of compulsory schooling.

There is a great deal of Australian and international evidence which demonstrates a high correlation between students' level of education and their prospects in life. The research shows that early school leavers are two and a half times more likely to be unemployed, earn lower wages and have poorer quality of life outcomes. The purpose of the new legislation, therefore, is to ensure that all young people have the best possible chances in life.

Under the new arrangements, once students have completed Year 10 there are a number of options from which to choose.

Students can stay at school and continue into Year 11, choose to do an apprenticeship or a traineeship; study vocational courses at TAFE; do a course in higher education; do other approved education or training; be in employment, as long as it is full-time, paid work. Students can also do a combination of a number of these.

For more information - www.schools.nsw.edu.au.

Four Term Year and Attendance

One feature of a four-term school year is that a vacation is provided in each of the four seasons. Parents are urged to organise family holidays to coincide with these school vacations.

Leave of absence at other times may only be granted by the Principal. Written application to the Principal should be made before any travel arrangements are made or finalised.

The Annual Awards Ceremony is held during the last school week in December. This is a most important ceremony in the school's calendar. All students in Years 7, 8, 9 and 11 are expected to attend this ceremony. Those receiving awards, be they academic, sport or service awards, will be informed in the fortnight immediately prior to the Annual Awards Ceremony. It is the school's expectation that all students will be available to attend and participate in the ceremony.

In general, leave will not be granted to students for overseas travel prior to the end of Term 4.

Families are asked to make their summer vacation travel arrangements with this in mind. Leave will not be granted to students wishing to depart before the abovementioned date because of the unavailability of seats on flights during the first week of the vacation. Departure before the end of term or year will disadvantage students as scheduled lessons, assessment programs and other school activities are conducted up to the final day of each term.

Long Term Leave for 5 Days or More

The process for families seeking leave is designed to improve communication between school and home and to avoid students missing out on valuable school work.

1. Students seeking leave from school for periods of 5 days or more for any reason (including school or Department-endorsed activities) are required to bring a note from their parents or carers to the Principal. Approval for leave may only be granted by the Principal. The note seeking leave should be handed in at the attendance window in Reception.
2. Where leave is approved, a Long Term Leave Application form endorsed by the Principal will be provided to the student.
3. The student has responsibility for approaching each of his/her class teachers who will note on the form all work and assessment tasks that will be missed or require completion during the leave period.

If an assessment task is missed it is the responsibility of the student to liaise with the Head Teacher of that course for alternative options using the Assessment Illness/Misadventure process and form (found in the Assessment Policy booklet). Failure by a student to submit an Illness/Misadventure form prior to taking long term leave may result in an unsatisfactory determination for that task.

4. The completed Long Term Leave Application form must be returned to the staff member at Reception for checking and copying prior to departure. The student will retain the original form containing all work and assessment tasks required for completion during the period of leave.

For student leave of more than 15 days, special conditions apply. Parents/carers should contact the school to enable relevant documents to be completed and approval sought.

Year 10 Attendance – Term 4

Year 10 students are expected to attend school after the School Certificate examinations. The school organises a week of activities called *It's Your Life* followed by one week of Work Experience and one week of Service Learning. These activities are part of the Year 10 curriculum and all students are expected to participate. The DET gazettes the leaving date for Year 10 students, which is usually one week prior to the end of the school year.

Students Late to School

All students who are late to school, for any reason must report to Reception. Unless students bring a note stating the reason for their lateness they may be given a playground detention. Persistent offenders may be given afternoon detentions and/or placed on Level 2 of the Discipline Level system. Parents will be notified. Students should return the completed late note, containing an explanation for lateness and bearing a parent's signature to their Period 1 teacher or Reception. Special arrangements apply to students in Year 12 only (see below).

No student may enter any class late without a late note.

Students Leaving Early

A student must have a valid reason before he or she will be permitted to leave school early. Medical and other appointments should be avoided during school time (including sport time). A written request for early departure is required.

A student who wishes to leave the school before the end of the school day must bring a note to one of the Deputy Principals before school commences for the day. The note must be signed by the parent stating the reason why the student needs to leave school early. This note must be signed by a Deputy Principal. The student must sign out at Reception in A Block and at the same time leave the note endorsed by a Deputy Principal. The student will only be issued with a "Leaving Early" pass if they submit a note from parents which has been endorsed by one of the Deputy Principals.

Students requesting leave from Thursday afternoon sport are asked to submit notes to the PDHPE/Sport Department **prior** to their presentation to a Deputy Principal.

- * Year 12 students who have study lessons in period 1 may choose to arrive at school before end of Period 1. Year 12 students who have study lessons in period 3 may depart at the end of lesson 2. Year 12 students must sign in or out via A Block Reception.

Student Absences

A student who is absent from school should bring a note from his or her parent or caregiver to the Period 1 teacher or Reception **on the day of return to school**. This note should be dated and indicate the reason for the absence as well as the dates of the days absent. In cases where a student is likely to be absent for three days or more, parents are asked to notify the school and leave the relevant information with one of the staff in Reception.

All absences will be summarised (including partial absence) and presented as part of each semester's Student Progress Report.

Letters will be posted home when students have neglected to submit notes for parents to explain absences or when a student's pattern of attendance is causing concern.

Lunch

No student may leave the school premises for any reason, to go home or to the local shops during lunchtime unless written permission is obtained from one of the Deputy Principals.

Leaving Killara High School to attend another School

School leavers must bring a note from their parents indicating their reason for and intention to leave and present this to the relevant Stage Head Teacher, at least one week prior to leaving. The student is required to complete a Leaver's Form. Teachers and Head Teachers will initial opposite their name on this form to indicate the student has returned all the text books, library books, sports uniforms, locker key, etc., and has paid any outstanding contributions. The completed form should be returned to the Stage Head Teacher.

When the form is satisfactorily completed, reports, references and portfolios will be issued and the student's name will be removed from the roll.