

OVERSEAS STUDENTS ATTENDANCE POLICY

PURPOSE

Tintern Grammar's official attendance policy for all Overseas Students has a requirement of a minimum average rate of attendance across all classes including the pastoral program of 80%, at Tintern Grammar, attendance at all classes is compulsory.

Tintern Grammar considers poor attendance and punctuality unacceptable and it is also a breach of visa conditions, as such a written warning will be provided if attendance falls below 90%.

START AND FINISH TIMES

NB: For all students: leaving the school grounds during study periods, recess or lunchtimes is not permitted at any time, under any circumstances.

- All students are required at roll call at 8:30am every day
- All Assemblies/utility periods are compulsory
- Any Senior College student who finishes early must sign out at the Senior College Reception
- Any Middle School student who finishes early must sign out at the Senior Library
- If students arrive late due to unforeseen circumstances or have an early morning appointment, they must sign in at the Senior College Reception as they arrive.
- For all Senior College students attendance at all classes is compulsory – this includes roll call, pastoral programs and Period 5 (after school) classes, if allocated.

If a Year 11 or Year 12 student does not have a class, scheduled Assessment, Assembly/utility period or scheduled Sport in Period 4 or 5, they may leave school at 2:15pm only.

ABSENCES

It is the student's responsibility to make sure all absences are explained. If a student is too ill to attend school, their parent, guardian or local support person must telephone the Absentee Hotline on 9845 7722 before 10am.

If a student feels ill during school hours and is unable to attend class they must report to the First Aid Room for treatment. If they are too ill to remain at school a parent, guardian or local support person will be contacted to collect them from the First Aid Room. They will be required to sign out at the First Aid Room before leaving school.

APPOINTMENTS

If a student has an appointment, they must notify their Pastoral Mentor or Year Level Co-ordinator and their relevant subject teachers in advance of the appointment. An appointment card or letter from home must be brought prior to their absence and shown to a staff member who will then fill out an 'early departure slip'. Before leaving school for the appointment, they must leave the early departure slip at the Senior College Reception in the relevant box and sign out. They must sign in if they return before the end of the school day. **Families are strongly urged to make appointments outside scheduled class time.**

PUNCTUALITY

Punctuality is as important as attendance. Lateness to roll call, assembly and lessons will be noted and followed up by your Pastoral Mentor or subject teacher. References and course applications often require staff to comment on punctuality, attendance and overall reliability.

APPROVAL

Policy Approved By: Tintern Grammar Executive

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Review Cycle: 3 Years

Owner: Rae Byrom