

ATTENDANCE INFORMATION

Attendance is compulsory for all students enrolled at Sacred Heart College

- If a student is absent, parents must inform the College by 9.00am on the day of the absence. Years 7-9 phone: 5421 1223 and Years 10-12 phone: 5421 1242
- If the College is not notified, an SMS will be sent to the Parent/Carer at approximately 9.30am. (The absence line is open at all times i.e. absences can be phoned in the night before)
- Verbal, written or email explanation is required from parents for a student absence. However, if a student is not participating in an official all-school or Year Level College activity, a written explanation is required
- If a student is going to be absent for an extended period, such as a family holiday or surgery, parents need to inform the Principal in writing, giving as much notice as possible
- Senior students (those studying VCE, VET and VCAL) are to refer to the specific information relating to attendance requirements
- Participation in all major College events is an expectation of enrolment at Sacred Heart College

Late and Leave Passes

- If a student is going to be late to school, parents must inform the College in the morning. Upon arrival, the student must report to the Student Office (7-9) or the Student Programs Office (10-12), to sign in and receive a 'Late Pass'.
- Passes are not automatic. They should only be asked for in unavoidable/exceptional circumstances
- A parental note with the reason for the leave pass must be presented to the student's Year Level Leader/ Head of School, or Homeroom Teacher at the beginning of the day
- If approved a staff member will sign the parental note. The student then shows the note to his/her teacher as they leave class
- The student must report to the Student Office (Year 7-9)/ Student Programs Office (Year 10-12) when departing the College and again when returning