

## Davidson High School attendance policy

The school day is divided into 6 teaching periods Monday, Thursday and Friday. On Tuesday there are 5 periods and on Wednesday 3 periods, plus assembly, stop and meet, and sport.

Tuesday is designed for TAFE, VET, Extension courses and tutorials. There are no free periods for seniors. Any non-lesson time is a designated study periods.

Regular and punctual attendance is both compulsory and is a requirement for the award of education certificates.

Davidson High School uses a text message system for student absences. This system informs parents via sms message to their mobile phone of their child's absence. You can **only** reply to this message and all messages will be automatically recorded on the students file.

When your child is ill or unable to attend school or will arrive late to school, please inform the school office by;

- Phoning the Front Office on 9451 0022 on the day leave is taken
- Email [davidson-h.school@det.nsw.edu.au](mailto:davidson-h.school@det.nsw.edu.au)
- Fax a note to 9975 3560
- Forward a written note to the school when the student returns to school

or

- Wait for the text message to be sent by the school and **reply** appropriately.

It is the policy of the Department of Education and Communities that parents inform the school of student absences within 7 days of the absence occurring.

Students arriving late need to scan their identification card at the front office to be issued with a late pass. A note from the parent/carer explaining the late start can be handed to the relevant office staff at this time.

If your child needs to leave school early, please send a written note or email requesting a gate pass with the child to school on the day required. The student needs to have the request authorised by one of the Deputy Principals before school starts in the morning. The student may then scan out at the appropriate leaving time.

Students leaving the school with a gate pass and returning to school the same day will need to scan their ID card on leaving the school and then on their return to school.

If a parent wants to withdraw their child from school for extended leave they must complete an Application for a Certificate of Exemption (see link below in website) and hand it to the front office staff for the Principal's consideration.