IMPORTANT NOTICE TO PARENTS

Southern Cross School K-12 has recently introduced a new electronic attendance system “Academy Attendance” which is used to track students’ attendance throughout the school day. There are some obvious changes to our current system including attendance rolls being marked electronically at roll call and in classes throughout the day.

ABSENCES:

Parents are reminded that ALL students who have taken leave for ANY reason must provide an email, fax or written letter, signed by the parent/guardian, with an explanation for the absence and exact dates of the absence, immediately upon return to school.

Where absences are known in advance, this information is required so that we are able to provide work to students to assist in their learning. Appointments for students should be made outside of school hours when possible as this causes disruption to the students learning.

Please refrain from contacting your child during class time. All contact must go through the front office to avoid disruption to other students. Note the school day ends at 3.00pm for K-6 students and 3.25pm for 7-12 students. Parents are asked NOT to pick students up prior to these times as this is highly disruptive to lessons. If your child does need to be collected for an unplanned absence please phone the office prior to collection.

Attendance at school is COMPULSORY under NSW law and all students must be at school every day unless there are satisfactory grounds for leave to be granted.

LATE ARRIVALS:

All students are expected at roll call at 8.55am sharp.

Any student who arrives after 9.05am is required to sign in at the front office, with a note of explanation from their parent/guardian. Where notes are not presented, students will be given a receipt, when they sign into school, to take home and have signed by their parent/guardian and brought back to school the following day.

Year 7 to 12 students who are missing from class will be issued detentions and parents notified ASAP. If students are not turning up to detentions, they can expect to have further action taken by the School Principal.

Any enquiries regarding attendance may be directed to

Year 7-12 Ms Davis or Year K- 6 Mrs Slee

Southern Cross School K-12 phone 66860503