



STUDENT ATTENDANCE REQUIREMENTS

The law specifies that student absences must be explained within 7 days of the occurrence. (Education Reform Act 1990)

If your child will not be attending school for any reason other than school-related activities (eg an excursion, school camp or school representation for sport), you must notify the school immediately.



SEND AN EMAIL to:

nbscmanlys-h.school@det.nsw.edu.au

Put your child's full name, reason for absence, and date of absence in the email. Mark the subject line as ABSENCE <NAME> <DATE>.



SCHOOL APP:

Preferred method for notifying the school of your child's absence.

AWAY FOR ONE DAY: Telephone the Attendance Office on 9905 3982 or send notification via the SchoolApp.

ABSENT FOR 2 OR MORE CONSECUTIVE DAYS: Telephone the Attendance Office on 9905 3982 or send notification via the School App. A Doctor's Certificate is required in case of prolonged absence or if the student has missed an exam or an assessment task.

ABSENCE OF LEAVE: If you know in advance that your child will be absent, please inform the school in writing. An application for extended leave is to be submitted to the Principal and must be made at least a month in advance for leave exceeding three school days.

Please submit your application for extended leave to the Principal through the School Bytes parent portal. This application form can be found under the forms tab and it is called *Application for Extended Leave - NBSC Manly Campus*.

Before lodging your application, your child must complete a *student/teacher extended leave subject information form*, which you will need to upload with your application. Your child can obtain a copy of this form from the school attendance office, or you can download it here: **[student /teacher extended leave subject information form](#)**.

LEAVE PASS FOR A DAY: Your child should submit the application to the Attendance Office, which is located in the Library, before school hours (i.e. before 9.00am). All medical/dental appointments should be made after school hours i.e. after 3.30pm on Monday/Tuesday/Thursday/Friday and after 2.30pm on Wednesday.

Attendance at Sport is compulsory. All applications for Leave Passes will be approved by the Deputy Principal on Wednesday.

LATE NOTES: Students who arrive late should go to the Attendance Office in the Library. They will be issued with a Late Note for them to take to class. If you have given them a letter of explanation, this will be sufficient. However, if there is no explanation, an SMS will be sent home. You can respond via SMS.

UNEXPLAINED ABSENCE: If your child shows as being not in attendance after the daily rolls have been marked, and there is no prior advice, you will be sent an SMS message to that effect. You can respond via SMS.

Attendance at Wednesday sport, the school Swimming Carnival and Athletics Carnival and on the last day of each school term is expected.