

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 in writing.

- **Write a letter to:** Attendance Office, Manly Campus, 138 Abbott Road, North Curl Curl 2099.
- **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>.

- **Send a fax to:** 9905 7772
- **Notify via school app.**

Absent for one day: Please telephone the Attendance Office on 9905 3982 or send an email on the school app.

Absent for 2 or more consecutive days: Please telephone the Attendance Office on 9905 3982 or send an email on the School App. A letter is necessary to cover student absences over two days. A Doctor's Certificate is required 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. A written application to the Principal must be made at least a month in advance for leave exceeding five school days.

Leave pass for a day: Your child should submit the application to the Attendance Office 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 Principal on Wednesday.

Late notes: Students who arrive late should go to the Attendance Office. 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 reply 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. Please DO NOT call the school. You can reply via SMS.

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

School App is available from App Stores. Search: Manly Campus.