



28 February 2023

Dear Parents and Carers

ATTENDANCE

I provide the following information as a reminder of the College procedures in relation to student attendance at school.

The NSW Education Act (1990) states that it is the duty of parents and carers of a child of compulsory school age (the age of 17), to ensure that their child is enrolled and attends school. This Act also requires parents and carers to explain the absences of their children from school, promptly and within seven days, to the school. **An explanation for absence must be provided within seven days of the first day of any period of absence.**

Parents are encouraged not take holidays during the school term as student absence for the purpose of a family holiday will be determined as unjustified leave. It is important that parents and students are aware of the potential impact on results if a student is absent from school for an unjustified reason. Information regarding missed assessment tasks due to unjustified leave is available in the College Assessment Handbooks available at: [Assessment Handbooks Years 7-12](#)

The College encourages parents not to make appointments to see doctors etc during school hours, but we understand that this is not always avoidable. If a student is required to leave school throughout the day, we ask parents to write a note addressed to the Pastoral Leader outlining the reasons for leaving early. The student presents this to their Pastoral Leader in the morning and they will be issued with an **Early Leavers Pass**. The student is required to bring the Early Leavers Pass to student reception at the time he needs to sign out and we ask that parents make arrangements to collect their son from student reception. We have a duty of care to all students and no student in Years 7-11 will be permitted to leave the school grounds to catch a public bus at any time throughout the day. Year 12 students who drive to school are required to follow the same arrangements regarding the Early Leavers Pass to attend an appointment and sign out at reception prior to leaving the College grounds. Year 12 students who have a flexible timetable, still need to sign in and out at student reception but do not need a note from their parents.





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Friday afternoon activities is an important component of the educational opportunities offered to students at St Edward's College. Please avoid making appointments during this time. If, however this is unavoidable, please follow the same arrangements for any absence throughout the school day. Importantly once again, students will not be permitted to leave the College grounds without their parents/carers collecting them from student reception.

Further details regarding procedures associated with attendance including, how to notify the school of your son's absence, what to do if your son is late to school, applying for extended leave in advance and continued unacceptable absences is available on the College website via this link: [Attendance](#)

If you have any questions regarding the information outlined in this correspondence, please do not hesitate to contact me on 4321 6400.

Yours sincerely

Mark Bonnici
College Principal



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