9th February 2015

Student Attendance Requirements

Dear Parents,

There have been a number of changes made to student attendance and leave for 2015 which are effective immediately under the ACARA National Standards for Student Attendance Data Reporting.

I would kindly ask that all parents read this letter carefully so that you understand the new requirements.

For students on leave for **1-9 days** parents must notify the Principal in writing of the intended absence, providing a full explanation. (These absence days are recorded on your child’s reports each semester)

For students on leave for **10-100 days** parents must complete and submit the Application for Extended Leave Form PRIOR to commencing the leave. This leave needs to be approved by the Principal. If the leave is approved you will receive a Certificate of Extended Leave. If the Principal declines the leave you will receive a letter advising that the leave has been declined.

**Exemption from Attendance** now only relates to students who wish to compete in an accredited Elite Sports Program/ Elite Arts Program. This can also apply to employment in the Entertainment Industry.

If the intended Exemption from Attendance is under **100 days**, parents will need to complete and submit the Exemption from Attendance Form to the Principal. If the leave is approved you will receive a Certificate of Approval.

If the intended absence is over **100 days** parents must complete and submit the Exemption from Attendance Form to the Principal who will then put forward the recommendation to the Catholic Education Office for Approval. If approved you will receive a Certificate of Approval.

These forms are both available from the school office and on our website under the parents tab then school notes.

I thank you in advance for your co-operation.

Yours faithfully,

Miss Mary Harb
PRINCIPAL