

Student Attendance Policy

Preamble:

Mackillop Catholic College normal hours of operation are from 8:15 a.m. to 3:05 p.m. Mackillop Catholic College requires all students to hold a 90% attendance rate in order to be successful in their chosen studies. Students who choose to study at Mackillop Catholic College are required to attend all assigned classes.

However, Mackillop Catholic College understands that family emergencies, medical appointments, etc. occasionally arise. In these cases we need to be certain that the parent has given consent before a student is allowed to sign out during the day. All students **MUST** sign out at the Mackillop Catholic College Office prior to leaving the school campus.

Policy:

Mackillop Catholic College Parents and Staff understand that students in Senior Years may benefit from the freedom to arrange flexible hours of attendance based as a demonstrable level of maturity.

The following detail outlines the circumstances under which this may operate.

Consequences:

Parental Consent may be given in the following ways:

1. A parent may come to the Mackillop Catholic College Office to sign the student out.
2. A parent may provide a note with a signature which will allow the student to sign themselves out at the Mackillop Catholic College Office.
3. A parent may contact the school in advance to permit a student to sign out.
4. A parent may contact the school on the day to permit a student to sign out.

Flexible Study Hours (Year 12 Only):

1. Students are permitted to sign out only after the **Flexible Study Hours Form** has been completed.
2. Students are permitted to sign out only after all their lessons for the day are completed.
3. Students **MUST** attend all assigned class lessons.
4. Students **MUST** attend all morning forms, classes, assemblies, liturgies, mass and other assigned school events and all studies prior to the lunch break.
5. Students are **ONLY** permitted to sign out after lunch and only when all classes have been completed for the day.
6. Students must leave the campus for the day and not return for the rest of the day.
7. Students and parents must understand that while we offer flexible study hours for our Year 12 students it is up to the parents to decide to allow the student to go home. The school will take no responsibility for the student once they have signed out from the school for their flexible study hours.
8. Students and parents must understand that choosing the Flexible Study Hours option **will not reduce school fees in any way**. On campus study is offered during these times and it is up to parent's discretion as to whether they choose to take advantage of the at school study time or to allow students to study independently at home.

If the Student disregards these requirements, parents will be notified and their ability to sign out during the day will be revoked.

*“May your journey always be filled with blessings and may the life of Saint
Mary MacKillop ignite in you the flames of faith and service”*



Flexible Study Hours Form

This form is to register the following student as having permission to sign out after lunch in order to study independently at home.

Parents/Guardians are asked to advise the school if the details below change.

Student Name: _____ **Home Form:** _____

Student Timetable: (please place in all subjects and studies)

Lesson	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1					
2					
3					
4					
5					
6					
7					

I give permission for my son/daughter to sign out and go home to study on the following days and times. I have checked their timetable and they have no assigned lessons during this time.

Day/Time: _____ Day/Time: _____

Parent Name: _____

Parent Signature: _____

I agree to the requirements of the **Attendance Policy**.

Student Signature: _____

Principal Signature: _____

If the student disregards these requirements, parents will be notified and their ability to leave the school campus during school hours will be revoked.

Note: this form will not be accepted unless signed by all the parties

“May your journey always be filled with blessings and may the life of Saint Mary MacKillop ignite in you the flames of faith and service”

Version Control:

Developed By:	Pauline Watson			
Content Owner:	MacKillop Catholic College			
Approved By:	Leadership Team			
Approved Date:	28/02/15			
Policy replacing:	<i>Name of previous policy</i>			
Effective Date:	Feb 2015			
Dates Reviewed:	Feb 2015			