



## AUSTRALIAN INTERNATIONAL ACADEMY

### STUDENT ATTENDANCE AND PUNCTUALITY

Last Review Date: March 2016

Review Date: March 2018

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#### **Student Absences:**

Students are required to supply a written note signed by a parent explaining any absence from school immediately upon return. In addition we would appreciate a phone call concerning any absence longer than two days.

Senior students (years 10 – 12) are not to exceed the Academy policy regarding absences, i.e. 5 days/semester.

#### **Overseas Travel:**

Students intending to travel overseas during the academic year must seek approval from the Academy. Overseas students are required to be at the Academy for the academic year. All Years 9 to 11 students, including overseas students, who are promoted to the following levels must attend the Induction Program at the end of the year.

#### **Early Dismissals:**

In cases where a student is to be dismissed before the official end of day assembly, a written note signed by a parent must be provided to the Year Level Coordinator. Then, they are to report to the office and sign out before leaving the college grounds. If a student is to be collected from the Academy, the parent is to report to the office.

#### **Lateness:**

Students are expected to be at the Academy by 8:30am. Students arriving late during form assembly are required to report to the Year Level Coordinator first and obtain a late pass. Students arriving after form assembly must report to the office and have their Planners stamped with the time of arrival. This needs to be shown to the class teacher before being admitted to class.

Where a valid reason exists for a student not being able to attend school at the required time, the parent should inform the Year Level Coordinator via a signed note or telephone call.

Students who breach the punctuality policy will:

- Be issued a warning for the first offence.
- Be issued an after-school detention for the second offence.

**Frequent breaches of the punctuality / attendance policies will require a parent interview.**

## **Student Supervision**

Formal supervision of the school ground is carried out by staff members on school days from 8:15 am to 3.45 pm

Students playing in the school ground outside supervised times do so without permission from parents and senior staff. Students are not permitted to remain in classrooms during recesses, lunchtimes, before or after school, unless supervised by a teacher. Parents who are regularly picking up their children late might be charged supervision fees.