



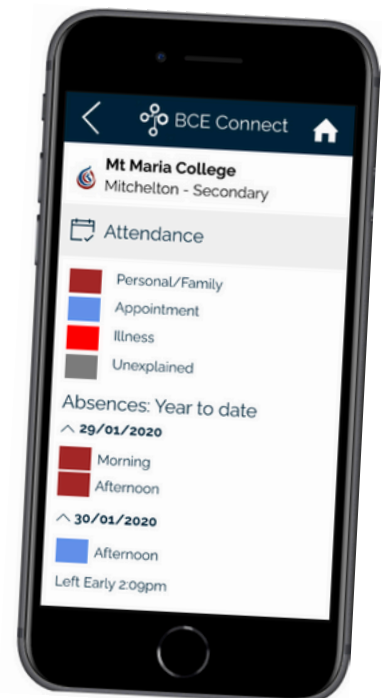
# Attendance

## Absences

The BCE Connect app is the preferred option to advise the school of student absences. This can be done by clicking on the 'absences' tile on the Mt Maria College homepage within the app. Alternatively, absences can be advised through the Parent Portal.

It is requested, where possible, that absences are reported by 8.30am on the day of absence.

Unexplained Absences will be sent in a text to parents/guardians, usually between 10.00am and 12.00pm.



## Arriving Late

Students who arrive late to school after the 8.30am bell are to report directly to Student Reception to sign in and collect their late slip to present to their teacher.

If you know your son/daughter will be late please send them in with a note explaining their absence or send a notification through the BCE Connect app.

Unexplained late arrivals will be sent via text to parents/guardians, usually between 10.00am and 12.00pm.

## **When your child has an appointment/needs to leave during school time**

When a parent or carer has arranged an appointment during school time for their son/daughter, they should write a note in their child's diary or on paper to allow them to show the class teacher and submit a late arrival/early departure notification via the 'absences' tile on the BCE Connect app.

Students must go to Student Reception and wait for collection by a parent/guardian.

All students are to present at Student Reception for appointments or sickness to sign out and wait for collection by a parent.

For students in Years 7–10, a parent/carer must physically come to Parent Reception to collect a student. The College does not permit Year 7-10 students to leave the College unaccompanied.

## **When your child is sick/unwell at school**

If students are feeling unwell at school, they may ask their teacher for permission to leave class and immediately report to Student Reception. Students will be given a form to have signed by a Pastoral Leader.

After 30 minutes in the sick bay, students will be given the option to either return to their timetabled class or have a parent/carer contacted to arrange for them to be collected from school.

Students are not to phone parents to arrange collection when they are unwell. This will be handled by the office staff to avoid disruptions during class time and ensure we know where students are at all times.

**The Student Reception area is for students only. All parents coming to Mt Maria College must report to Parent Reception and sign in.**