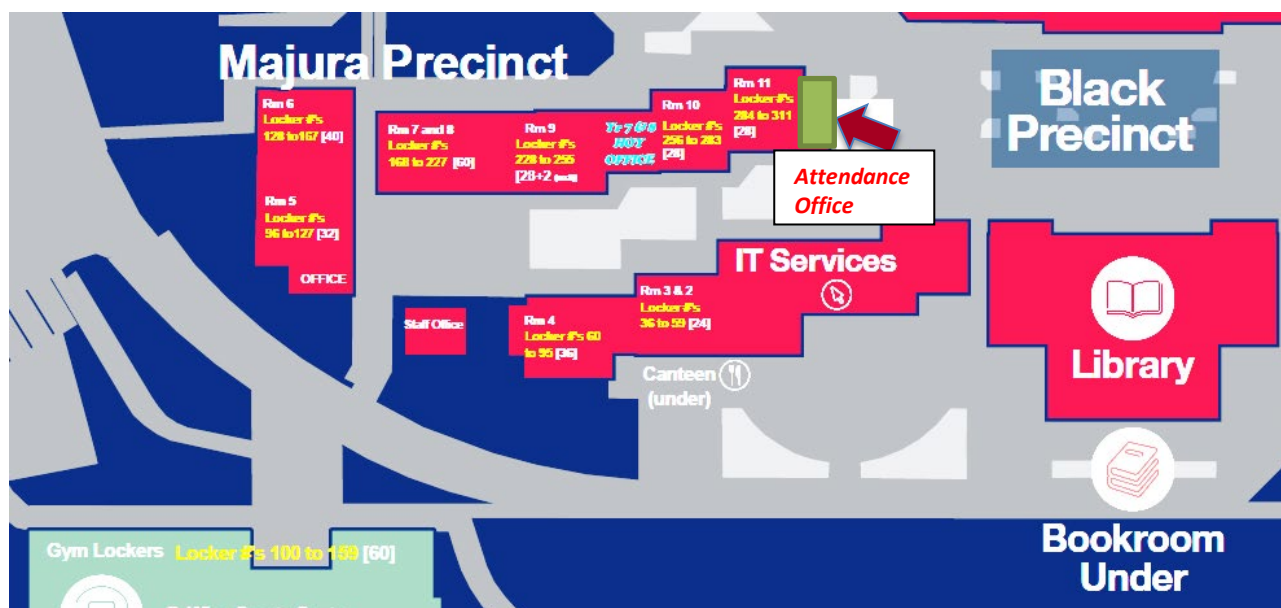


## RADFORD COLLEGE

### SECONDARY SCHOOL ATTENDANCE INFORMATION

The Attendance Office is located at the end of the courtyard down from the Secondary School Library



Contact details: **email** - [SSattendance@radford.act.edu.au](mailto:SSattendance@radford.act.edu.au); **phone**: 6162 6204

- Students are expected to arrive at school prior to 8:30am but not before 8:00am unless participating in a supervised College activity.
- Students who arrive after 8.30am are required to sign in at the Attendance Office.
- Years 11 and 12 students are required to sign-in if they have a free lesson in Period 1.
- When leaving the College grounds early for appointments etc all students must sign out at the Attendance Office. No student may leave the College grounds during school hours (8:30am–3:30pm) unless authorised by a parent or guardian in the form of a note, email or phone call to the Attendance Office.
- If a student is absent from school, parents are required to ring or email the Attendance Office on the morning of the absence.
- When a student is to be absent from school for more than two days, for reasons other than illness, a written request should be made to the Head of Year at least one week prior, or as soon as possible before the date of the impending absence.
- An SMS is sent to parents if a student is absent from school without notification from a parent.