



Attendance Requirements & Expectations

As stated in the School Education Act, students are required to attend the school that they are enrolled in every day it is open for instruction. The College must account for every student absence each day and must record the reason for each absence. We have a duty of care to ensure students are accounted for during school hours. This has resulted in the implementation of the following processes:

- Students are required to be on time to Tutor and all classes. Being punctual is being respectful of other people's time, ensures minimal disruption for the class and prevents students missing out on important information.
- If a student is absent parents/carers are required to contact the College by phone, email or SMS by 9am to advise the reason: Phone: 62794090, Text: 0467302470, Email: absence@shc.tas.edu.au
- If notification of absence has not been recorded by the College by 9:30am an automated text message will be sent to parents, asking for an explanation.
- On their return to school students should provide a courtesy note or e-mail to their Tutor Teacher communicating any issues that may have caused the absence, ensuring staff are informed of anything that may impact on their wellbeing.
- Where possible family holidays should occur during the scheduled school holiday breaks. In the case of a planned absence, parents/carers should e-mail absence@shc.tas.edu.au to provide details of the dates the student will be absent from the College and the reason.
- The Principal may ask for a medical certificate to explain extended absence for illness.
- After any absence, it is the student's responsibility to follow up on any missed work and to catch up within a reasonable time frame.

Late Arrival

- Students who arrive late must report to the Office upon arrival at school to sign in and obtain a late pass. An auto text is then sent to parents to notify them of the irregular check in time.

Early Departure

- Students are not permitted to leave the College grounds during school hours.
- Permission to leave school during the day is only granted for an important reason in response to a parent's written request noted in the Student's Diary stating the date, time and reason for leaving. The note must be presented to the Tutor Teacher in the morning for signing and presented again at the Office when the student is signing out. Staff may call parents to verify arrangements. The student must sign back in at the Office on their return.

Out of Class

- No student is to be out of class during lesson time without the permission or supervision of a staff member.

Feeling Unwell

- When a student becomes unwell or injured at school and appears to require medication, rest, or treatment by qualified medical personnel, the school will take all necessary action to contact the parents or guardians.
- Students are asked not to call parents directly but to present to the Office with a note from the teacher excusing them from class. College first-aid officers will care for students in the first aid room and will contact parents to arrange for the student to go home or if required arrange more immediate care.

Remaining on Campus

- Students are to remain on College property at all times. We have a duty of care to ensure students are accounted for during school hours.
- Students are permitted supervised access to the Clare St Oval at lunchtime and during HPE classes.

Boundaries

- Secondary students are not permitted to enter the Primary Campus, respecting our primary students by allowing them the safety of their own space.
- Students must enter and exit the Canteen from the Secondary Campus.
- No students are to be beyond the Music Room or beyond the steps at the front of the Church.



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Every School Day Matters

Regular attendance is not just a legal requirement but is vital for students to build confidence, friendships and a strong foundation for learning. When students miss school, they miss opportunities to learn, grow, and connect – every school day matters.

There are 200 teaching days in a school year

IF YOUR CHILD IS AWAY FROM SCHOOL FOR	1 day per fortnight	1 day per week	2 days per week	a two week holiday during term time
THAT EQUALS	20 days per year OR 4 weeks of school	40 days per year OR 8 weeks of school that's nearly a whole term	80 days per year OR 16 weeks of school that's one and half terms of school	For Primary Students: 10 missed lessons in literacy, numeracy, reading and spelling For Secondary Students: 50 missed lessons, across the eight key learning areas

Attendance of 95% or above is the expected standard to support student success and wellbeing

Attendance Level	Days Present (out of 200)	Days Absent in a year	
>95%	191-200 days	0-9 days	EXCELLENT ATTENDANCE Consistent attendance at school helps ensure students make the most of their learning opportunities, supporting their success and wellbeing.
90% - 94%	180-188 days	12-20 days	CAUSE FOR CONCERN Being at school consistently helps students learn effectively and feel part of their friendship groups. Missing multiple days can impact both learning progress and a child's sense of belonging at school.
<89%	179 days or less	21+ days	SIGNIFICANT CONCERN Missing multiple days of school can impact learning growth, wellbeing, and sense of belonging. When students are away for extended periods, it becomes harder for them to stay connected—both academically and socially.