**Terrigal High School**

**Senior Attendance Policy**

Regular attendance and punctuality are valued at Terrigal High School. Regular attendance at school for every student is essential if students are to achieve their potential. For senior students, appropriate management of study periods within their timetable cycles is crucial to maximise opportunities for learning. Flexible attendance is a privilege, not a right, and will be revoked at any time if a student is not adhering to this policy.

**SENIOR ATTENDANCE EXPECTATION**

Senior students are required to maintain a satisfactory level of attendance. In addition, students must apply themselves with sustained effort and diligence and comply with the NSW Education Standards Authority (NESA) requirements for the Award of the Higher School Certificate:

* At Terrigal High School, the minimum attendance rate is 85%. NESA warning letters will be issued to students whose attendance falls bellows this rate.
* Parents/carers must provide an explanation for absences (whole day and partial) by means such as a telephone call, written note, text message or email to the school within 7 days from the first day of any period of absence.
* During Preliminary and Trial HSC examination period’s students will be provided with an examination timetable and are required to attend only for the examination appropriate to their pattern of study.
* The school library is staffed during all periods of the school day and Year 11 & 12 students are encouraged to utilise the resources provided to them to maximise their learning opportunities.

**STUDY PERIOD PRIOR TO FIRST TIMETABLED PERIOD OF THE DAY**

When students have a study period prior to their first timetabled period of the day:

* Students may remain home to study, arriving at school prior to their first timetabled lesson of the day. On arrival, students must sign in at the library as flexible attendance and then remain in the library until their first lesson.
* Students who have a timetabled Period 0 lesson followed by a Period 1 study period will go directly to roll call after Period 0 and then to the library for Period 1.
* Students who arrive after the start of a timetabled lesson must sign in at the front office and then proceed directly to the lesson. Students will require a parent/carer note to explain the lateness.
* Persistent lateness will be managed through the THS Discipline Policy.

**STUDY PERIOD AFTER FINAL TIMETABLED PERIOD OF THE DAY**

When students have a study period after their final timetabled period of the day:

* Students may leave school at the conclusion of their final timetabled period. Students must sign out at the library as flexible attendance and then proceed directly off site.
* Students who choose to remain on the school site following their final timetabled lesson must be in the library to study. No sign out is required as they will leave the school site at the normal school time of 3.15pm.
* Students who are enrolled in a TVET course and leave the school site to attend TAFE must sign out at the library and then proceed directly to TAFE.
* Students requiring to sign out of school prior to the end of timetabled lessons are required to present a parent/carer note requesting to be an early leaver. Students must make appointments after school hours where possible.

**STUDY PERIOD BETWEEN TIMETABLED LESSONS**

When students have a study period or multiple study periods between timetabled lessons:

* Students must attend the library and engage in activities that are positively contributing to personal educational outcomes e.g. completion of assessment tasks, studying.
* Students who do not attend the library during these study periods may be considered truants and consequences will be enforced as per the THS Discipline Policy.
* Students will be provided opportunities throughout each term to access assistance and support during their study periods.
* Students have access to the library and library staff every period.

**LEAVING SCHOOL SITE AT OTHER TIMES**

* Students are not permitted to leave the school site to return to cars during timetabled lessons, lunch or recess. Students must ensure they bring all equipment with them at the start of the school day.
* Students are not permitted to leave the school site during timetabled lessons, lunch or recess, to go to food outlets regardless of the proximity of the school.