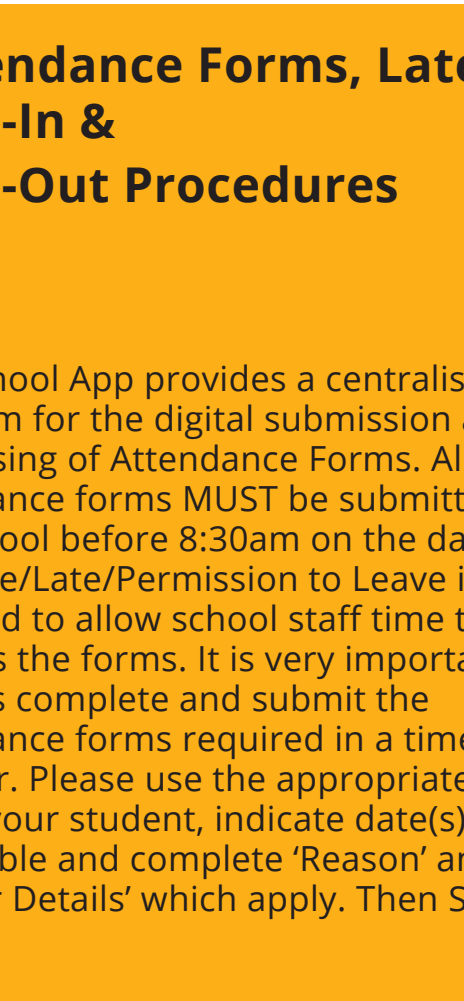
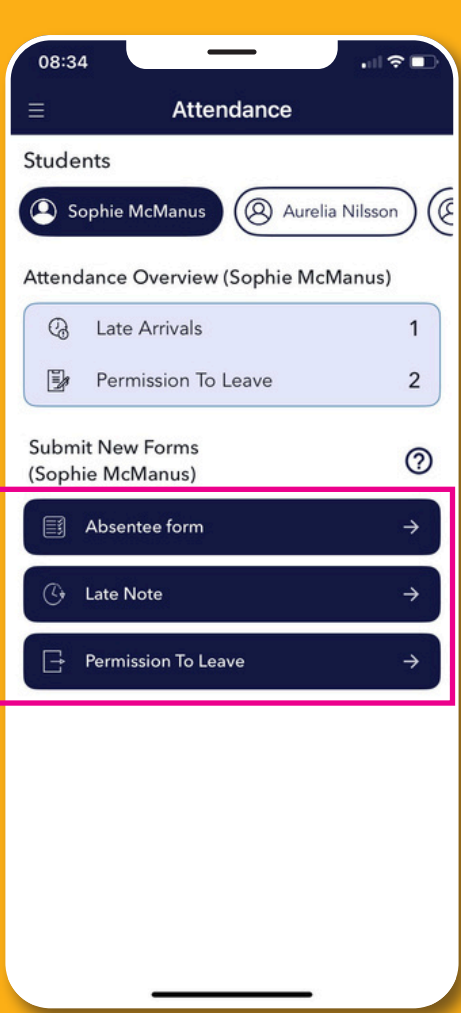
Attendance Forms, Late Sign-In & Sign-Out Procedures

The School App provides a centralised platform for the digital submission and processing of Attendance Forms. All attendance forms MUST be submitted to the school before 8:30am on the day Absence/Late/Permission to Leave is required to allow school staff time to process the forms. It is very important that parents complete and submit the attendance forms required in a timely manner. Please use the appropriate form, select your student, indicate date(s) applicable and complete 'Reason' and' Further Details' which apply. Then SUBMIT.

Please only use the digital Attendance Forms here in the App – emails, phone calls to the office or written notes can no longer be accepted.





Attendance forms include:

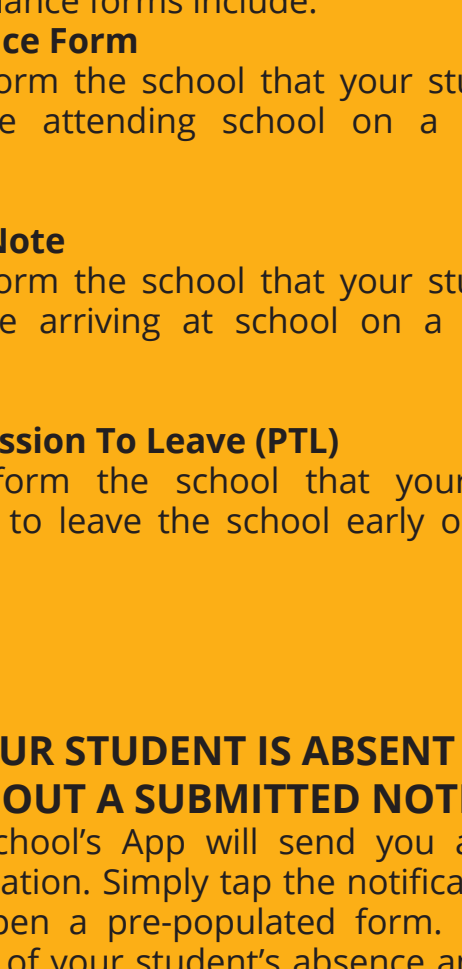
Absence Form
To inform the school that your student will not be attending school on a particular day(s).

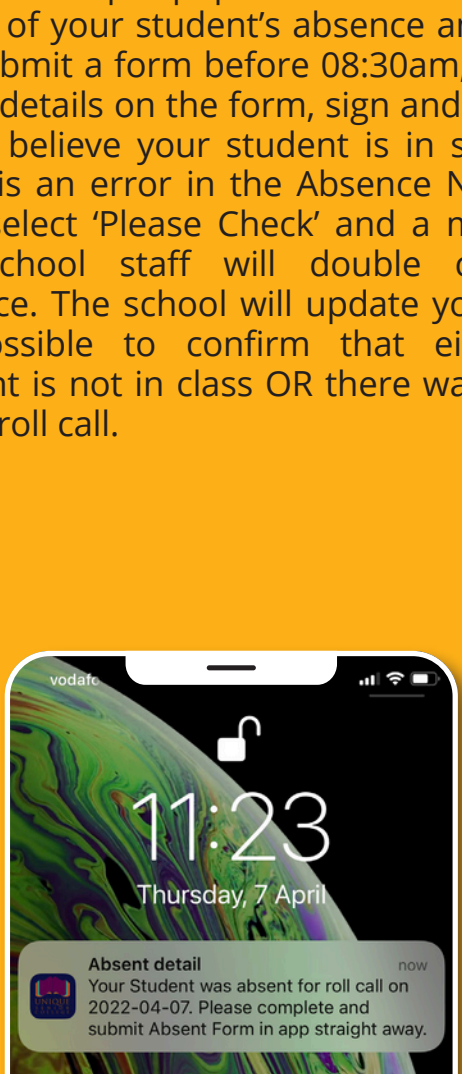
Late Note
To inform the school that your student will be late arriving at school on a particular day(s).

Permission To Leave (PTL)
To inform the school that your student needs to leave the school early on a given day.

IF YOUR STUDENT IS ABSENT WITHOUT A SUBMITTED NOTE:

The school's App will send you an Alerted Notification. Simply tap the notification and it will open a pre-populated form. If you are aware of your student's absence and you did not submit a form before 08:30am, please fill in the details on the form, sign and APPROVE. If you believe your student is in school and there is an error in the Absence Notification then select 'Please Check' and a member of the school staff will double check the absence. The school will update you as soon as possible to confirm that either your student is not in class OR there was an error in the roll call.





LATE ARRIVALS

Students must sign in on one of the tablets when arriving late. Parents will receive an Alerted Notification to confirm your student's arrival and sign in.