



STUDENT ATTENDANCE REQUIREMENTS

If your child will not be attending school for any reason other than school-related activities (eg an excursion, school camp or school representation for sport) you must notify the school via the following;

- **Phone call** to the campus
- **Write a letter** to the Attendance Officer at your campus
- **Send a fax** to your campus
- **Notify via the College app**
- **Send an email** to your campus. Please put your child's full name, date of absence and reason for absence. Mark the subject line as ABSENCE <NAME> <DATE>

Dubbo College and NESA recommend attendance levels be maintained above a satisfactory level to achieve course outcomes. Parents/carers are required to notify the school of all absences. Notification must be provided to the school within seven (7) school days as outlined in the Education Act 1990. If a reason is not provided within this timeframe then the absence will be recorded as an unexplained/unjustified absence.

It should be noted, unexplained absences may affect Centrelink payments. You may be requested by the Principal to produce a Medical Certificate to support leave due to illness and the College requires a Medical Certificate on any occasion when there is a 3 day or more absence due to illness.

All students are required to be in class at all times unless they have a legitimate reason for absence, e.g. excursion, illness. Students attending school activities or excursions are recorded as being present at school for overall attendance.

Family holidays and travel are not considered an exemption from attendance at school. Travel outside of vacation periods is recorded an absence. Students undertaking family holidays need to apply to the Principal for an Application for Extended Leave – Travel at least 2 weeks prior to the commencement of the leave.

Unexplained or unsatisfactory patterns of attendance may result in your child being withdrawn from extracurricular activities including sport, cultural, creative arts and excursions.

Late arrivals should go to the Student Counter at their campus. They are issued with a Late Slip to take to class.

Attendance at the Swimming Carnival and Athletics carnival and on the last day of each school term is expected.

Campus Contact Details

Delroy	South	Senior
Phone: 6882 7955	Phone: 6882 3744	Phone: 6882 4655
Fax: 6881 8749	Fax: 6882 3213	Fax: 6882 4332
Email: delroy-h.school@det.nsw.edu.au	Email: dubbosouth-h.school@det.nsw.edu.au	Email: dubbo-h.school@det.nsw.edu.au

