

Absences – Middle/ Senior /Preparatory/Junior Schools

- a. Parents/guardian are requested to notify the School as early as possible of their son's absence, on 9581 6033 (Middle and Senior School); 8732 4658 (Preparatory School); or 9581 6144 (Junior School). An answering machine is available on that number 24 hours a day. Please give your son's name, Year and House, (Middle and Senior Schools) or class (Junior or Preparatory Schools), the reason for his absence and the likely length of your son's absence. You may also choose to notify the School using the absentee function of the Trinity App.

Alternatively, a fax can be sent to the School. For Middle and Senior School boys fax to the Students Services Secretary on 9716 7206 or email to absentee@trinity.nsw.edu.au – include your son's name, Year and House. The reason for his absence and the likely length of your son's absence.

For Preparatory School boys fax to the Master of the Preparatory School's Secretary on 9742 5419 or email prepabsentee@trinity.nsw.edu.au and for Junior School boys fax to the Master of the Junior School's Secretary on 9581 6166 or email to jsabsentee@trinity.nsw.edu.au – include your son's name, year and class, the reason for his absence and the likely length of your son's absence.

- b. Any boy who has been absent from School must bring a note from his parents explaining the circumstances and hand it to the Student Services Secretary (Middle and Senior School) or class teacher (Junior or Preparatory Schools) on his return to School. Alternatively parents may email their letter to the Student Services Secretary (absentee@trinity.nsw.edu.au). This note is a legal requirement, and although telephone calls to the School are very helpful, they are not sufficient.
- c. Every attempt is made to contact parents for an explanation on the day a boy is absent. For parents who have indicated their preference for being contacted by SMS when their son has an unexplained absence, the School will send an SMS to these parents while other parents will be contacted by telephone. An SMS reply by parents, if enough details are included in the reply, will be printed by the School and a letter explaining the absence will not be required.
- d. Any boy who knows in advance that he will be absent from School for a legitimate appointment (medical, dental or driving test) must bring to the Student Services Secretary (Middle and Senior School) or Master (Junior or Preparatory Schools) a note from his parent/s, requesting to be absent. Such permission will not normally be given for absence on the day before the commencement of holidays or a long weekend, and parents are asked to avoid making appointments for arrangements which will lead to absence on these days. No appointments may be made at times when a boy is involved in examinations, co-curricular activities or games practices.
- e. Attendance on days immediately before and after examinations is compulsory. Any absence on these days may incur a mark penalty. A Doctor's certificate indicating the reason for the absence must be obtained and given to the Student Services Secretary when the boy returns to School.
- f. Parents who would like to have their son accompany them for an overseas trip or extended holiday during term time, must write to the Head Master for (Middle and Senior Schools), Master of the Preparatory School or Master of the Junior School requesting permission for the absence. It is only under exceptional circumstances that permission is granted and requests should be sent to the School as early as possible.
- g. Attendance records are kept of international students to ensure students' visa conditions are met. Any breaches of these conditions will result in notification of such a breach to the Commonwealth Department of Immigration and Border Protection.