Boys must attend all of their classes. Failure to do so is likely to result in a Saturday Detention being issued. Boys who leave the School grounds without permission are likely to be suspended from School and placed on Probation. A note from parents/guardian requesting an early departure must be given to the Student Services Secretary prior to boys leaving the School.

1. Any boy who arrives at School late must sign the late register inside the Student Services Secretary’s Office and the boy’s Record Book will be stamped. Boys will not be admitted to class if they are late without a stamp in their Record Book. For most incidences of lateness, parents/guardian should write a letter explaining the reason for their son’s lateness.

2. The marking of rolls takes place at 8.45am and 2.15pm.

STUDENT ABSENCES

1. Parents/guardian are requested to notify the School as early as possible of their son’s absence, on 9581 6033. An Answering Machine is available on that number 24 hours a day. Please give your son’s name, Year and House, the reason for his absence and the likely length of your son’s absence. Alternatively, a fax can be sent to the School on 9581 6102. Address the fax to: Second Master. Include in your fax your son’s name, Year and House, the reason for his absence and the likely length of your son’s absence.

2. Any boy who has been absent from School must bring a note from his parents/guardian explaining the circumstances and hand it to the Student Services Secretary on his return to School. This note is a legal requirement of the NSW Department of School Education and although telephone calls to the School are very helpful, they are not sufficient.

3. Every attempt is made to contact parents or guardians for an explanation on the day a boy is absent. In relation to overseas students the School will strive to make contact with the parents/guardians of students who have been absent for up to five or more consecutive days, to discuss the welfare of the student.

4. 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 Middle School Second Master (Yrs 7-9) or Senior School Second Master (Yrs 10-12) a note from his parents/guardian, requesting the absence, before the event. Such permission will not normally be given for absence on the day before the commencement of holidays or a long weekend, and parents/guardian 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.

5. 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 boy’s Housemaster when the boy returns to School.

6. Parents/guardian who would like to have their son accompany them for an extended absence during term time, must write to the Head Master requesting permission for the absence. It is only under exceptional circumstances that permission is granted and requests should be sent to the Head Master as early as possible.

7. Attendance records are kept of overseas 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.