

Be a



Be an attendance  
**SUPER HERO** at Toorak Primary!



**H** **HERE**



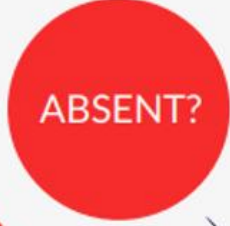
**E** **EVERY  
DAY**



**R** **READY TO  
LEARN**



**O** **ON TIME**



1

If your child arrives after 9am, a parent must bring them to the office to sign them in.

1

You MUST notify the school of your child's absence. You can do this via email, phone or directly on to Compass.

2

Your child will be given a late pass to take to the teacher. This is an important step to ensure all students arriving late are accounted for.

**IF WE DO NOT RECEIVE NOTIFICATION OF YOUR CHILD'S ABSENCE, YOU WILL RECEIVE THE FOLLOWING MESSAGES**

2

- Automated text message at 10am
- Another message/phone call after 10am if still no explanation



**WHEN STUDENTS ARE LATE:**

- They miss instructions and information and important learning situations
- It can generate feelings of unsettlement and unhappy for the rest of the day
- It can unsettle and disrupt the class & teaching flow

**Missing half an hour of school each day from Prep to Year 10 adds up to missing the equivalent of 1 year and 1 term of school.**

3

**IF NO REASON IS PROVIDED THE ABSENCE WILL BE MARKED AS 'UNEXPLAINED'**