

# Student Absence/Lateness Procedure

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## 1. Student Absence

When a student is away, it is expected that the parent/guardian will alert the College of the absence before 9.00am, via:

- Text message to **0408 639 190**
  - Email to **absences@siena.vic.edu.au**
- OR**
- Phone call to Student Reception on **9835 0211**

## 2. Text Messaging Communication System

- In the absence of advice from a parent/guardian of student lateness or absence, an SMS text message will be automatically sent to the nominated parent/guardian's mobile phone. The message will read:  
*'Siena College records show <<Student Name>> is absent/late on <<Date>> Pls reply SMS or ph 9835 0211 student name/reason/abs date'*
- The message will arrive displaying the number 0408 639 190. Please save this number under 'Siena College' so that you are aware that any future messages have come from the College. Please note that this phone number cannot be called, it can only be used for sending/receiving text messages. You may reply via text and include the student's name, year level, the date and reason of absence or lateness
- Families will not receive an SMS if notice has been given to the school prior to the student's absence

## 3. Appointments for Students

- Parents/guardians are asked to make appointments for students outside normal school hours whenever possible. When appointments must be made during school hours, it is important that the student knows the specific arrangements before the actual day. Messages cannot be passed on to students during class time, except in an emergency
- If an appointment is made for during school hours after the student has left for school, it is important that the parent/guardian contacts the College as soon as possible. This will allow Office staff sufficient time to locate the student during recess/lunchtime and make her aware of the appointment
- All students leaving Siena College for an appointment during school hours must have permission from a parent/guardian. The College would prefer that permission is communicated via a note that the student can present to their House Group Teacher at morning House Group. The Teacher will then issue an *Authorised Absence From Class* form which must be shown at Student Reception before signing out electronically. Time of departure, collection details and whether the student will be returning to the College will be recorded when the student signs out
- Parents/guardians can also inform the College of a student's appointment via, email to **absences@siena.vic.edu.au**, text to **0408 639 190** or phone call to **9835 0211**. The student will still need to sign out for the appointment at Student Reception
- If a student returns to school that day, she must sign in at Student Reception on her return
- It is the preference of the College that the student be collected by a parent/guardian or designated emergency contact
- If a parent/guardian arrives unannounced at Student Reception staff will not be able to collect the student during class time, unless it is an emergency

## 4. Students Missing a Class to Attend a Music Lesson

Students are to sign out of class before their music lesson commences and back in to class at the conclusion of the music lesson. This is to be done electronically at the Music Office.

## 5. Students Arriving Late to School

- Students arriving late to school must sign in electronically at Student Reception and collect a receipt, which they must then present to their class teacher
- Parents/guardians must inform the school if student lateness is known or they will receive a text message notifying them that the student is late without permission
- Repeated lateness will be followed up by the student's House Group Teacher and Head of Student Wellbeing

## 6. Students Arriving Late to Class

Students arriving late to class without prior arrangement or an appropriate note are required to sign in electronically at Student Reception and collect a receipt. As a consequence, the student may be required to make up the lost time at a later date. Repeated absence may require a follow up restorative conference.