

PARENT/GUARDIAN ATTENDANCE RESPONSIBILITIES

Student needs to leave school early or get to school late

Parent/ Guardian to do one of the following on the day or prior to absence;
telephone 8394 5400
or email;
absences@uhs.sa.edu.au **and** CC Homegroup teacher
or
Write a note and give to student services on arrival/departure from school

Student signs out/in at Student Services and shows note if the school has not been contacted prior.

Without consent your child will not be permitted to leave

Student is absent for 1 day or more

Parent/ Guardian to do one of the following on the day of absence;
telephone 8394 5400
or email;
absences@uhs.sa.edu.au **and** CC Homegroup teacher
or
Write a note and give to student
For any absence over 1 day it is expected you will contact the school

Student to show Homegroup Teacher note on day of return if the school has not been contacted prior.

Planned absence of 4 days or more

- 1. Parent/ Guardian** to complete attendance exemption form (ED175) available at the school front office- or www.decd.sa.gov.au and search for ED175.
2. Send to front office once completed
3. Check student has discussed work plan with subject teachers.

This needs to be completed 4 weeks prior to planned absence

This absence is subject to approval by the school **Principal.**