

Procedures for Signing Out on Sport Afternoons

At times throughout the school week families may need to authorise a student to leave the school grounds or supervision of the school during school hours. In this instance it is a requirement under the New South Wales Department of Education's School Attendance Policy that the school provide a formal leave pass for the student to carry with them. This leave pass assists teachers, attendance officers, police officers and community members (such as bus drivers) to identify students who have permission to be out of school during school hours.

According to advice from the Department of Education for parents, justified reasons for student absences (whole day or partial day) may include:

- Being sick, or having an infectious disease
- Having an unavoidable medical appointment (**please note**, The Principal/school is entitled to seek further information regarding appointments such as the name of the dentist or doctor to justify the absence).
- Being required to attend a recognized religious holiday.
- Exceptional or urgent family circumstances (eg attending a funeral).

Principals may decline to accept an explanation that you have provided if they do not believe the absence is in the best interests of the child. In these circumstances, for a whole or partial day absence your child's absence would be recorded as unjustified. Further information is available through the link at the end of this note.

Students requiring to leave sports venues prior to the end of the day are required to obtain an official sign out pass prior to leaving school. **This is to be done prior to, but no later than 11.10am on a Wednesday morning** (unless there are rare and exceptional circumstances). This can be done via a signed note, phone call or email from home with a valid reason. Staff can then properly identify students permitted to leave early addressing any potential child protection issues.

There is also currently a review of school procedures in regard to students leaving sport premises at the conclusion of sport. This will be to align with Department of Education requirements. Further details will follow.

Further information regarding the School Attendance Policy can be found on the Department of Education's website here: <https://policies.education.nsw.gov.au/policy-library/policies/school-attendance-policy> or by contacting the school to discuss situations specific to your family.