YEAR 12 PARTIAL ATTENDANCE PROCEDURES.
Applies from 13th November 2012

These procedures are based on:
- Schools OH&S requirement to know "who is on campus at any given time?"
- School and staff "duty of care" requirements
- Historical precedent
- Manageability and required documentation
- Understanding that Year 12 students will use the added flexibility to constructively enhance their education.

These procedures are regularly reviewed and may be changed throughout the year to better meet the needs of our students, school or community. Please note that a positive public perception of Dungog High School benefits all our students. The privilege to have partial leave may be revoked on an individual basis if a student misuses it. Failure to comply with the procedures will result in disciplinary action.

THE FOLLOWING TYPES OF PARTIAL LEAVE ARE AVAILABLE FOR YEAR 12 STUDENTS.

1. SPECIAL ACTIVITY: (This includes medical appointments, RTA appointments, family access to local businesses for out of town families. Does not include going to the shops for lunch, visiting friends etc.) This leave is for recess, lunch times or periods with no classes as confirmed with student timetable.
   - Student takes signed note from a parent outlining a valid reason for the leave to the office, before school on the day of the leave.
   - The office staff refers the student to the Deputy Principal if they are not sure it fits guidelines. On urgent occasions the Deputy Principal will phone parents to obtain verbal permission.
   - Student receives a leave pass. It is recorded in the "Pass Book" not the "Sign-out book"

2. IN TOWN (Dungog) STUDENTS GOING HOME FOR LUNCH OR RECESS.
   - Student supplies the office with signed note from a parent.
   - Receives and carries a "Lunch Pass" with them.

3. INTOWN (Dungog) STUDENTS WHO DO NOT HAVE A TIMETABLED CLASS ON
   - May sign-out/ sign-in in the "Sign-out Book" if:
     - Student has given a signed long-term note from parents to the office.
     - Student has given a current copy of their timetable to the office.
     - Student to go home and study not to go down the street or shops.

4. OUT OF TOWN STUDENTS WITH THEIR OWN TRANSPORT. (May arrive late or go early but will not be granted leave to go out and return in the same day.)
   - Student must not have classes on.
   - Student has supplied the school office with a current copy of their timetable.
   - Student has given a signed long-term note from parents to the office.
   - Student has completed "Use of Private Motor Vehicles by students" form and given it to the Deputy Principal. If they are travelling with another student, the Deputy Principal must have a signed statement from their parents authorising them to travel with the student.
   - Student uses the "Sign-Out Book" to indicate their presence on campus.

5. STUDENTS REQUIRING THINGS FROM CARS PARKED JUST OUTSIDE THE SCHOOL GROUNDS
   - Individual students may briefly visit cars if they have a note from a teacher.

6. PATHWAYS STUDENTS OR STUDENTS WITH VERY FEW LESSONS DURING A DAY.
   Occasionally students may only have one or two lessons in a day. Sometimes long-term special arrangements can be made for them not to attend on that day if the student:
   - Negotiates arrangements with the teacher of the periods they do have on and then supplies the office staff with a note from the teacher.
   - Has supplied the school office with a current copy of their timetable.
   - Has supplied the office with a long-term signed note from parents.
ADDITIONAL INFORMATION:

THURSDAY AFTERNOON SPORT. Thursday afternoon sport is not a rostered part of the Year 12 school week. Year 12 students may leave the school grounds at the completion of period 5. If they wish to leave prior to period 5 they must follow one of the above procedures for partial attendance.

Definitions:

- School grounds/ School campus - Area that is fenced/gated around main school buildings. Does not include Eloiza Street or Dowling's corner shop.

- Long-term note. - A note outlining an extended time frame, eg. Term four, all 2013 (a new note will be required in 2013).

Who can sign notes?

- Students of any age who live in the family home with one or more parents require a parent/guardian signature.
- Students 18 years of age or over who live independently from their parents may sign their own note if the school has been officially notified of their situation.
- Students under 18 years of age who live independently from their parents will require the signature of a guardian the school has been officially notified about.

SENIOR STUDENTS’ USE OF PRIVATE TRANSPORT.

- Students who drive cars to school must complete a "Use of Private Motor Vehicles by Students" form and give it to the Deputy Principal.
- Students who travel in cars with other students must supply the Deputy Principal with a signed statement from their parents/guardian authorising them to travel with the student.