



ATTENDANCE AND PUNCTUALITY POLICY

1. It is the policy of Mount Mercy College to encourage full attendance, proper presentation and punctuality. The whole school community of students, parents and staff is required to promote this policy.
 2. Parents are requested to ensure that doctors and dentists appointments are made outside of school time.
 3. Involvement in other activities outside of school eg. musicals, pantomime, part time jobs, should not impact on school attendance or examinations.
 4. If students are absent, a telephone call of explanation to the school office is required and they are also requested to present an absence note and explanation signed by parents in their homework journal on return from absence.
 5. If students are late they are required to provide a signed explanation in their homework journal.
 6. These notes may be inspected by Subject Teacher, Class Teacher, Year Head, Deputy Principal or Principal in accordance with procedures pertaining to same.
7. If a student must leave school during the day they must be authorised to do so in writing by their Parents/Guardians but they must also seek the permission of Principal/Deputy Principal before leaving. **An agreed collection time at the school office must be made as students will not be called over the intercom during class time.**
8. Students who become ill during the day must be collected by a Parent/Guardian and are then required to follow the sign out and collection procedure.
 9. Students who are leaving the school having obtained permission, must sign out in the school office and this must be co-signed by the Parent/Guardian collecting them. This book is regularly checked by school staff.
 10. Students should not loiter and waste time on the corridors, toilets or locker areas.
 11. Students are required to be present for Christmas and Summer House Examinations in accordance with annual timetables. During these examinations students are required to register their attendance by signing the daily exam register.
 12. If students fail to co-operate with attendance and punctuality regulations on an ongoing basis, they will be subject to sanction in accordance with the *Code Of Discipline* of Mount Mercy College.
 13. Please note that our attendance records are monitored by the National Education Welfare Board and we are requested to provide regular computerised reports.
 14. A calendar of our school year is provided for the information of parents in August of each year and every effort is made to comply with this calendar.