



DE LA SALLE COLLEGE

ASHFIELD

Dear Parents/Guardians,

Absences

The easiest way to account for your son's absence is to log in to the **Compass Parent Portal** and provide explanations for the days and times your son is away. The College would appreciate if you can do this the day of the absence or as soon as possible after. If you need assistance with logging in to the Compass Parent Portal please call the College Office on Ph: 9797 3200.

Alternatively you can notify the College Office of any absences by phone or via email –

info@dlsashfield.catholic.edu.au

For any students that have not attended Homeroom and Period 1 on any given day and no explanation has been provided, a text message will be sent to Parents/Guardians at approximately 10 am to notify them of their son's absence.

Late Arrival / Early Departures

If your son is late to school, they must sign in to the College via the Compass Kiosk located near the Students Service Counter in the College Office. They will be prompted to provide a reason for their whereabouts. If they were at a medical appointment, a Medical Certificate or Parent Note should be provided to the College Office. For students that are late unexplained a demerit will be issued. Four consecutive unexplained late arrivals will result in a detention.

If your son needs to leave the College before the end of the school day a Parent Note needs to be sent with your son explaining the reason for his early departure. Your son is required to have this signed off by his Leader of Wellbeing. This signed note needs to then be provided to the College Office when your son signs out for the day through the Compass Kiosk.

To sign in or out via the Compass Kiosk, students are required to use their Student ID Card. They must carry this card with them at all times. If not, they may be issued with demerit point/s.

Leave

For leave of 10 or more consecutive school days, a Leave Application Form (available from the College Office) needs to be completed and handed in to the College Office for approval. Once this leave is approved you will be notified in writing.

For leave of nine consecutive school days or less, please log in to the Compass Parent Portal to provide an explanation or alternatively email the College Office detailing the days absent and an explanation.

Your assistance is appreciated in these matters. If you have any questions, please feel free to call the College Office on Ph: 9797 3200.

Yours sincerely

Mr S Kennaugh
Principal