



## Procedures

1. The College keeps daily records of attendance. If a student develops a pattern of poor attendance the Pastoral Tutor (Years 7/10) or the classroom teacher (Years 11/12) will inform the Pastoral Leader who will discuss this with the student and



Appendix 2: Attendance Notification proforma letter 2

Dear

I am writing to follow up the first letter that I sent to you regarding the continuing poor school

As you are aware, students must attend school regularly until they are 17 years of age, unless they have completed the requirements for the Senior Secondary Certificate or they have been given an exemption from full-time school attendance. It is the responsibility of the school to monitor attendance and follow-up if there is an unsatisfactory pattern of attendance.

As your school attendance has not improved since my first letter to you, it is essential that you make an appointment for you and your child to have a meeting with the Assistant Principal  
h # The contact number

attendance. If this is unsuccessful, we will need to have a meeting with the Principal and also, possibly, an authorised representative (non-government) from the ACT Education Directorate.

I need to notify you that your ability to be assessed may be in jeopardy if their attendance pattern does not improve. This may impact on our ability to award a Year 10 or a 12 Certificate at the end of this year.

Yours sincerely,

House Coordinator/PCA