Attendance Quick Reference Guide

Absence Notification (Full Day)
Sickness, Medical and Non-Medical Appointments only.

To Inform School (by 9.00am)	Have Not Informed School
• Process a Skoolbag Absence form > As an alternative to using Skoolbag email attendance@tphs.nsw.edu.au or call School Reception on 9981 4400	• Students will be marked absent during roll marking • Parent receives automated notification by email from Edumate notifying them of student absence and requesting them to log in and provide a reason • Parent to log in to Edumate and provide a reason for absence

Early Departure
Requests for approval of an early departure from School must be received by 9am on the intended day of departure. Students must sign out at Reception prior to departure.

To Inform School (by 9.00am)
• Process a Skoolbag Early Departure form   > As an alternative to using Skoolbag email attendance@tphs.nsw.edu.au or call School Reception 9981 4400 • Students **must** sign out at Reception

Late Arrival
Inform School on the day of late arrival. Students must sign in at Reception on arrival.

To Inform School
• Process a Skoolbag Late Arrival form   > As an alternative to using Skoolbag email attendance@tphs.nsw.edu.au or call School Reception 9981 4400 • Students **must** sign in at Reception before going to class.

Application for Exemption or Leave during Term Time

To Inform School (10 days in advance)
• Process a Skoolbag Application for Exemption or Leave During Term Time form • The Principal may grant exemption (exemption from compulsory education as set out in the Education Act) where it is clearly demonstrated that the absence is in the student's best interests in both the short and long term, and that all other options have been considered • Parent/Guardian will receive a letter indicating the outcome of your application

Please Note: If incorrect form has been submitted, Attendance will request re-submission of correct form.