

## High School Student Registration Policy

High School registration takes place in the courtyard.

All students should arrive before 8.25am. Attendance is taken between 8.20-8.25am.

At 8.25am students and teachers gather for the morning verse, notices and any additional activities (e.g. recitation/singing).

One of the teachers attending morning registration must take the registers to reception before 8:45 am.

If parents have not already contacted the school, the receptionist should phone to find out the reason for absence or lateness beyond 15 minutes and let their **class guardian know by break time**.

High School students who arrive late are required to sign in at reception, recording their time of arrival.

High School students who are allowed to leave the premises (usually only classes 11 and 12) are required to sign out and in, recording the time.

Students are required to inform their class guardian if they plan to stay at school later than 3:45pm and sign out when they leave.

Review date: September 2026