



### 1. You are late for school

- **During Tutorial:** If you arrive after 8.40am, and have missed getting your name marked off the absentee roll in your House area, please [sign in](#) on the Attendance terminal located at Student Services (CLC).
- **After Tutorial:** [Sign in](#) on the Attendance terminal located at Student Services (CLC). You may then go to class.

### 2. You have an instrumental lesson

- [Sign out](#) of your timetabled class using the Attendance terminal located in the front of the Music Administration office. [Sign in](#) to your next available timetabled class when the lesson has finished.

### 3. You are attending Psychological Services

- [Sign out](#) of your timetabled class using the Attendance terminal located at the Marshal's office. [Sign in](#) to your next available timetabled class when the appointment has finished.

### 4. You are in Year 12 and take Claremont leave

- [Sign out](#) (to leave school) using the Attendance terminal located at the Marshal's office. [Sign in](#) when you return to school.

### 5. If you are attending an external appointment (eg. medical appointment)

- [Sign out](#) (to leave school) using the Attendance terminal located at Student Services (CLC). [Sign in](#) when/if you return to school.

### 6. You are absent for any reason from school

- Your parent/guardian to email [absentees@ccgs.wa.edu.au](mailto:absentees@ccgs.wa.edu.au) before 8.30am on the day of your absence stating your Name/House/Tutor and a valid reason for your absence.

### 7. You cannot make a sporting commitment either before/after school or at a Saturday PSA Match

- Your parent/guardian to email [absentees@ccgs.wa.edu.au](mailto:absentees@ccgs.wa.edu.au) stating your Name/House/Tutor/Sport Commitment and a valid reason why your commitment can't be met.

### 8. You feel sick or are injured at school

- **During class time:** Ask your teacher for a note then report to the Nurse at the Health Centre.
- **Outside of class time:** Report directly to the Nurse at the Health Centre who will contact your parent/guardian if necessary.
- **NB.** Do not ring home and arrange collection without first reporting to the Health Centre.