



ST PIUS X COLLEGE

CHATSWOOD

Sick Leave and short term non-attendance

Attendance Rolls are marked in morning administration or assembly time 8:35 am – 8:47 am. Students are marked absent or present by their Homeroom Pastoral Care Teachers on the Sentral timetable. Subsequently an email to the nominated parent's address is generated if the absence has not been explained by mid-morning.

Parents should therefore contact the College to explain any student absence, at their earliest opportunity via the Sentral parental portal app:

Using the Sentral portal to explain an absence: sentral.stpiusx.nsw.edu.au/auth/portal

Instructions Below

To add an explanation for your son's absence, please log into the Sentral Parent portal and navigate to the absence tab.

1. Click on the absence you want to send an explanation for.
2. Enter the absence reason in the text box provided.
3. Please note this will only be available for 7 days from the absence.

Please address the communication appropriately to the College staff and include the student's full name, date/s of absence, student's year and class group, reason for absence, likely return date, your signatory's details, relationship to the student, and return contact means.

If a student is absent for more than two consecutive days, or a pattern of concern arises, Pastoral Care staff should ensure that contact is made with the parents of the student to seek clarification and express our concern.

Attendance and the Sentral Parent Portal

All parents are required to record absences and early departures via Parent Sentral App.

SEE more below

1. Select absences from the menu

A vertical menu with the following items: Absences (checked), Daily Notices, Interviews, My Details, My Access, Help & Information, Links, and Logout.

2. Select absence type

A form titled 'Submit a Future Absence Request' with a list of absences. Each entry shows a date and time, a 'Provide explanation' button, and a status of 'explained absence, please provide an explanation'.

3. Select the student (your absent son) and complete the fields

A form titled 'New Absence' with a 'Students' section containing a list of students (one is redacted), a 'Type' dropdown menu, and input fields for 'Start Date', 'End Date', and 'Comment'.

Whole Day Absences

If a student is going to be absent for a day or more, parents must register this via the *Sentral Parent app*.

- Click on Absences, then the + button at the top right of the screen
- Select the student, the reason, and the first and last day he will be absent
- In the Comments, note the reason for the absence

Late Arrivals

If a student is running late, parents must notify the school via the *Sentral Parent app*. The student must report to Student Services when he arrives at school to be signed in.

- Click on Absences, then the + button at the top right of the screen
- Select the student, the reason, and the date he is running late for as the start and end date
- In the Comments, note the reason for the absence and estimated time of arrival

Early Leavers

If a student needs to leave early for an unavoidable reason, parents/carers can notify the school in advance via the *Sentral Parent app*.

- Click on Absences, then the + button at the top right of the screen
- Select the student, the reason, the date he will be leaving early for as the start and end date
- In the Comments, note the reason for the absence, who will be picking him up or if he is able to make his own way home

The student then reports to the Student Services to be signed out.