Students of Compulsory School Age (year 8 - year 11)
- Students must attend school on every school day.
- Other than in the circumstances explained below students are not legally permitted to leave the school at any time during the day.
  - Medical Treatment
  - Dental Treatment
  - Specialised Instruction (instruction or training in a subject or activity that is not part of the student’s normal school subjects or activities)
- This DOES NOT include:
  - Leaving school to go shopping
  - Buying lunch or go home for lunch
- Given that it is common practice for parents to request that students leave the school grounds for valid reasons other than the above mentioned, permission for “other valid reason” may be given eg, to attend a funeral, do banking for ill parent etc. This is up to the Principal’s discretion.

General Procedure:
1. Students must present a request to leave the school grounds by the parents. This must state the time the student will depart and the expected return time. The note must also stipulate the reason for leaving the school grounds.
2. This note will be shown to the appropriate teacher if they are leaving during class and then given to the front office when the student departs the school.
3. The student must sign the departures book and sign back in upon their return.

Non-Compulsory School Age (yr 12)
General Procedures:
During Lunch Breaks:
Students must show their student ID card to the front office when they leave school at lunch time; they must sign the departures book with a note from Parents/Guardians to explain their reason for leaving the school grounds. This must be shown to the teacher on PGD as they are leaving.
1. This note will be shown to the appropriate teacher if they are leaving during class and then given to the front office when the student departs the school.
2. The student must sign the departures book and sign back in upon their return.

STUDENT VEHICLES:
1. Student cars are not to be driven on or parked in grounds.
2. Students who drive a vehicle to school must submit written permission from their parent/guardian and a copy of their insurance details to the Deputy Principal. This will be kept at the office.
3. Students are not allowed to travel in another student’s vehicle at any time during school hours (including to & from school) unless a note is provided by both sets of Parents/Guardians to the office prior to this occurring.