

STUDENT ABSENCES PROCEDURES

Student is absent from school. Parents may receive a text from the school informing them of the absence and seeking a reason.



Parent to contact school to notify reason for absence (phone call, text, note, email) within three days of the student's return to school.



If notification is not received, the school will contact parents/caregivers after the unexplained absence for an explanation. This contact will occur by either a phone call and may be followed up by a written request from the school (note) for an explanation.



Should an explanation not be received by the school, the school will contact the parent again in the form of a formal letter providing dates of absences and requesting explanations. This letter will be mailed home and may be followed up with a phone call.



Absences remain unexplained on student records. At this point, absences are compromising the student's capacity to engage in an educational program and a formal letter from an Officer authorised by the Director-General, Department of Education, Training and Employment will be sent home. In this letter parents and carers will be informed of their legal obligations in relation to their child's participation in compulsory education and the consequences for non-participation.