Regular attendance is a priority of the Department of Education. The school requires parents/caregivers to provide a reason for all absences that their children have.

**WHAT TO DO IF YOUR CHILD IS SICK?**

Let their Form or class teacher know or ring the school (98611877) and advise of the reason for your child’s absence. The office staff will notify the class teacher that your child is away and why.

If you are unable to call in the morning, other methods of communication are email, note, SMS message to 0407 982 716, verbal discussion with the teacher or write the reason for your child’s absence in their diary.

A student’s absence must be explained by the parent or caregiver not the student.

Please ensure that your details are updated at the Front Office so that we can contact you about unexplained absences.

**UNEXPLAINED ABSENCES**

Letters for unexplained absences will be mailed at the end of each fortnight. If you receive one of these letters please complete the information and return to school as soon as possible.