



# ATTENDANCE & ABSENCES

## ABSENCES

When students are absent from school or late to school, parents / carers are required to provide an explanation to the school. There are a number of options available:

1. **Telephone** the school on 6725 4101 and the office staff will note the details.
2. **Text** message the school. For all absences (not previously explained) the school will send a text message after roll call. Please reply to the text message and the details will be recorded directly into the student's computerised record.
3. **Email** the details to the school. The address is ashford-c.school@det.nsw.edu.au
4. **Write** a note and send it with your child. A pro-forma note is included below. Additional notes can be collected from the school office.

⇒ Ideally, all absences should be explained on the day your child is away.

⇒ At approximately 9.30am each morning the school will text message parents requesting an explanation for your child's absence, unless you have already provided an explanation. Please respond to the text and provide the reason for the absence (eg vomiting, sore throat, dentist appointment etc).

⇒ If the absences is still not explained the school will phone the following day to request an explanation.

⇒ If you child was late to school and no explanation has been provided, a text message will be sent at approximately 12 noon requesting an explanation.

Child's Name	
Class	
Dates absent	
Reason	
Other Comments	
Parent/Guardian Name	
Signature (Parent/Guardian)	Date