



Student Absences and Same Day Student Absence Notification SMS Process

It is mandatory that all absences (including late arrivals and early departures) from school are reported to the school with a reasonable excuse provided for these absences.

When your child is absent

- Contact the school early in the morning if your child/children is going to be away or late for school so your child's absence can be recorded correctly.
- It is very important you provide a reason for an absence so this can be recorded before we contact parents if a student is not at school and we don't know why.
- You can contact the school via one of the following options...
 - Via QParents app
 - Via FGSS webpage – student absence button
 - Via student absence line (3550 5360) - state student's name, class, date of absence & **reason for absence**.
 - Remember future absences can be recorded - advise via above or your class teacher.

Same day student absence notification (Mandatory)

Our school will contact parents as soon as practicable on the day if a student is not at school and we don't know why. If you are advised by the school that your child is away without a reason, please contact us as soon as possible.

- **Call the school office 35505333 ONLY if you believe your child should be at school**
- **Otherwise please reply to the text received – send a return text advising student name, and reason for the absence. Keep it simple (eg. Mary is sick / Mary has an appointment). This message is recorded on the system.**
- **The school will follow-up with parents if no response is received from the text sent by the school so it is crucial the school is contacted if you received a SMS Text.**



Effort



Cooperation



Learning



Responsibility



Care &
Compassion



Respect