



Student Absences and Same Day Student Absence Notification SMS Process

It is important the school is advised if your child is going to be late or away from school.

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