

Notification of Student Absences

At St Rita's Primary School we value our students' safety and wellbeing. Clear communication between parents and staff in relation to student absences from school, arriving late or leaving early will ensure we know who is in attendance at school on any given time or day.

Student Absence:

We ask that if your child/ren are absent from school for the day, or a number of days, you communicate this to the class teacher or school office with a *brief explanation* for the absence by 9:00 am. This may be done through the Parent Portal by clicking the Attendance Variation button or alternatively you may call the school office on 32076628 then press 3 and leave a message.

Any unexplained absence from school will result in the students' main contact receiving an SMS from the school. If you receive an SMS could you please communicate with the office (3207 6628 ext 3) and offer a brief explanation for the absence so your child can be marked as an *explained absence* on the class roll. The SMS service is a cost to our school and therefore minimal use is desirable. It is set up for student protection and safety purposes.

Student late arrivals and early departures:

All students who arrive at school after the bell are required to be ***signed in by an adult*** at the office. A late pass is given to the student and then this is taken to the class teacher. The information from the office 'Sign in Sheet' is then transferred to the class roll and students are marked as a late arrival. The only children who are able to sign themselves in are children that arrive late due to buses or ferries.

If you are collecting your child/ren early, please sign them out at the office and a member of the School Administration Team will call through to the class teacher for your child to meet you at the office.

Accurate *explained* and *unexplained* absence data is important for our school information and we will continue to monitor this. This system highlights the additional care we offer to those students who have failed to arrive at school on any day.