

### REPORTING STUDENT ABSENCES

The school sends daily SMS messages or emails to notify a parent/carer that their child is absent from school or their child has arrived late.

#### Parent: To explain a student's whole day absence or late arrival

Please do not telephone the school.

Use one of the following written methods to explain your child's absence:

1. **Send replySMS text message:**  
(This is the **BEST OPTION** because the reply text message you send is saved to your child's individual attendance record)

NB: Parents can ONLY REPLY to the absence text message they receive from the school.  
Parents CANNOT initiate their own message.

2. **Email the school :** [chatswood-h.school@det.nsw.edu.au](mailto:chatswood-h.school@det.nsw.edu.au)  
Please include: Student's Full Name, Class Year, Date and Reason for the absence/late arrival.

or

3. **Write a letter**  
All letters must be handed into the school office before school, at recess or lunchtime.  
Please include: Student's Full Name, Class Year, Date and Reason for the absence/late arrival.

or

It is a legal requirement that the school receives a **written** explanation from a parent/carer for all absences, late arrivals and early departures.

#### Application for Extended Leave

Parents/carers must complete an **Application for Extended Leave – Travel**, PRIOR to departure for any leave longer than 3 consecutive school days. These are available from the school office or you can download a copy from our web site. Applicants must include details of the educational and cultural benefits to the student for Approval of Leave to be granted.

If you require any further information regarding the School's Attendance Procedures please refer to the school's website or contact the school on telephone: 9419 3611.