




WINMALEE HIGH SCHOOL

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Attendance and Absences

Dear Parents and Caregivers

Re: **New SMS texting system**

Parents of children from Kindergarten to Year 12 must ensure their children attend school every day. On occasion, your child may need to be absent from school.

Justified reasons for student absences may include:

- being sick or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstances e.g. attending a funeral

Parents must provide an explanation for absences to the school within **7 days** from the first day of any period of absence. Where an explanation has not been received within the 7-day timeframe, the school will record the absence as unjustified on the student's record.

As per Department of Education policy, the school will not be able to accept explanations which are not received within the 7 day timeframe unless there extenuating circumstances.

This year the school has implemented an **SMS text notification system** to notify parents of student's absences. A text message will be sent regarding student absences from school each day. These can be explained by **replying directly to each individual text**, by providing a note to the school or calling the school directly. If your phone number does change, please inform the school to ensure you are receiving attendance information for your child.

Attendance data is included on student reports, with days absent and unjustified listed. Unjustified absences will not be adjusted for reports if explanations are not received within the 7 day timeframe.

Thank you for your support in explaining your child's absences when they are unable to attend. If you would like to discuss your child's attendance, please contact the school.

Yours sincerely

Ms V Facas
Relieving Principal

February 2020