



SAME-DAY NOTIFICATION OF UNEXPLAINED STUDENT ABSENCES

If your child is sick or absent, you are required to notify the school as soon as possible **on the day of absence**, by **9.30am**. Notifying the school of your child's absence either prior to, or on the day that they will be away, helps ensure the safety and wellbeing of children and will fulfil your legal responsibility. Please remember it is your responsibility to contact us to provide an explanation for your child's absence from school.

Ways to notify the school of your child's absence:

1. **School Absence Line: Call 9364 0200 please follow the prompts**
2. **FlexiBuzz app to notify the school of their child's absence (www.flexibuzz.com)**
3. **Fill out 'Student Absence Note' (located school office)**

From the end of Term 2 2018, all Victorian government schools are required to contact parents/carers as soon as practicable on the same day of an unexplained student absence. If your child is absent on a particular day and you have not contacted the school to explain why, the absence will be marked as unexplained.

This system also promotes daily school attendance. Going to school every day is the single most important part of your child's education, they learn new things every day – missing school puts them behind.

There are times when we will need to contact you, including on the day if your child is absent and you haven't informed the school as to why. Do we have your most up to date contact details? If not, please contact the school on 9364 0200 or email your detail to mackellar.ps@edumail.vic.gov.au so we can update our records.

Please include

- Your child's name,
- Parent/carers' name,
- Address, phone numbers,
- Email address and emergency contact details.

Please remember to contact the school if any of these details or your circumstances change.