



Explanation of Student Absences

Fact Sheet for Parents and Carers

CEDP promotes daily school attendance. Going to school every day is the single most important part of your child's education. If your child is sick or absent you are required to notify their school on the first day of absence if at all possible. All explanations to the school must be provided within **7 days** from the first day of any period of absence.

Absences can be explained using one of the following methods:

1. SMS: respond with reason to school notification of absence
2. Online: log the absence directly using the *Compass Parent Portal*
3. Email: the school at stjohnpaul2@parra.catholic.edu.au
4. Note sent with your child on their return to school (if within 7 days).

Where an explanation has not been received within the 7 day timeframe or the explanation has not been accepted, the school will record the absence as "unexplained" or "unjustified" on the student's record. **The school will not be able to accept explanations which are not received within the 7 day timeframe.**

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.

Note the following reasons are Unjustified:

- Slept in
- Traffic
- Running late
- Missed the bus
- At home
- Taking sibling to school

Why do I need to notify the school if my child is absent?

Parents/Carers of children aged 6 to 17 years are legally required to ensure their children attend school every day or provide an explanation if they are absent. Notifying the school and providing an explanation for your child's absence will fulfil this legal responsibility.

The safety and wellbeing of students are the highest priorities for schools. Parents need to know if their child is not at school, and schools need to know when and why a child is absent. Notifying the school of your child's absence helps ensure the safety and wellbeing of all children in school.

What is your responsibility?

- Ensure your child attends school every day.
- Notify the school immediately if your child is absent.
- Provide an explanation for any absences within 7 days.
- Make sure the school has your correct contact details so that you can receive attendance information about your child.

If you have any questions or concerns about your child's attendance, we welcome you to contact Allison Gardiner, our Attendance Family Liaison Officer on 9208 7262 or via email at agardiner2@parra.catholic.edu.au

We look forward to seeing your child at school, every day.

