ABSENCE FROM SCHOOL

We request that you notify us if your daughter is going to be absent from school on any particular day. This can be done through a phone call to the school number 9341 9111 or the Absentees Officer on 9341 9129, before 10.00am. Please telephone each day of her absence, unless you have already advised us she will be absent for a specific period of time.

If we have not heard from you by 10.00am you will receive an SMS text message to your mobile phone, advising that your daughter was marked absent from her Year 7 class or Link at 9.00am and requesting a response from you to let us know that you are aware of her absence.

The message will arrive on the phone displaying the number 0428 305 619. Parents should store this number in their mobile phone under St Mary’s so that when the message arrives, you are aware that it has come from the school.

Parents should reply using SMS or by telephoning the school. If responding with a phone call, a note should also be sent when the student returns to school, as it is a legal requirement that absences are explained in writing.

Please ensure your daughter signs in upstairs in Administration if she misses Link for any reason or is late in the morning to her Year 7 class; otherwise she will be marked absent and parents will receive an SMS text message. Also, if she is late to Link, please ask your daughter to advise the Link teacher that she is present, to ensure that the absentee list is amended accordingly.

If a girl is late because of an appointment, she should have a note when she arrives at school. It is also important that if a girl needs to leave school during the day for an appointment, she should have a note from you which she leaves in Administration when she signs out.

Thank you for your assistance in these matters.

If you have any queries, please contact Mrs Megan Littlely on 9341 9129.

Ms Joan Karmelita
Deputy Principal/Dean of Students