



St Patrick's School Absentee Protocol

It is a requirement by the government for parents to notify the school of a child's absence from school.

If your child is unable to attend school due to illness and/or will be absent from school, please call the school on 98212281. Please ensure a written note is handed to the classroom teacher the day the child resumes school or an absentee notification can be completed on online at www.stpatskatanning.wa.edu.au

Please write in your child's diary, if your child is going to leave early for the day (or for an appointment)

It is very important that parents notify the school **BEFORE 9.30am** each day if their child is absent. If notification is not received, a text message alerting parents that their child has been marked absent will be sent.

Vacation/Missed Days: If your child will miss multiple days of school due to vacation or other circumstances, please notify your classroom teacher with the dates your child will be away. Ample notice should be given to the classroom teacher notifying them of family vacations and unapproved absences. There is no expectation for the classroom teacher to supply work. Please discuss the prolonged absence with the classroom teacher and principal at least two weeks' prior.

Missed Work: Please email your classroom teacher to ask for missed work. Work will be available as soon as possible and the teacher will notify you.