

### **DAILY ABSENCES – Full Days and Partial Days**

The regulations require that when your child is absent from the school, we must receive an explanation for that absence from the parents/caregivers.

- The absence must be explained within 7 days of the first absence or the student is marked as absent without explanation (truant) on the records that are sent to the Department.
- You can explain the absence to us via Email, Hunter Christian School App, reply SMS, Handwritten note, or by telephoning or coming in person to the school.
- Absences include full days and partial days (i.e. leave early/arrive late) Late arrivals are any time after 8.30am – Secondary and any time after 8.45am Primary
- If your child comes to school late or needs to leave early, they cannot excuse themselves (verbally) from school. There must be one of the above methods used by a parent/caregiver to communicate the reason.
- We cannot accept 'absent' as a reason – we need an explanation so we can determine correct coding
- Not all explanations are acceptable. The Principal may need further information
- If your child is often sick or will miss vital exams or assessments, a medical certificate will most likely be required
- If you are having difficulty getting your child to school, please contact their classroom teacher (Primary) or Support Group teacher (Secondary) as soon as possible so that we can assist you with strategies, suggestions and support

Some of the ways that we seek to assist parents in this is

- by sending an SMS out on the day of the absence if you have not already provided an explanation
- If you have forgotten to provide the explanation, an admin staff member will contact you by email and/or phone to remind you, so that the 7 day period doesn't pass

Links with further information:

- [Compulsory School Attendance - Info for Parents](#)

Thank you for your attention to this matter, we appreciate the time it takes to digest the information. If you have any questions please feel free to contact [office@hunterchristian.nsw.edu.au](mailto:office@hunterchristian.nsw.edu.au) by email or phone and ask to speak with the Principal or office staff for assistance.

Many thanks  
Administration