Mater Dei Absentee Procedure

• As a matter of safety, it is essential to report your child’s absenteeism by leaving a message on the school office phone (4637 6100) – preferably by 8.30am.

• If you have advised your class teacher that your child will be away it IS still necessary to leave a message with the office. Please understand that this is for the safety of your child – the office needs to have direct notification from parents.

• In the event that your child arrives late/departs early (even 5 minutes) please sign them in/out at the office. We have received information from our Workplace Health and Safety officer that this MUST occur. In the event that your child has an appointment during the day but will return, they must be signed out and then back in. Students are not to sign themselves in or out – an adult guardian or parent must sign.

• In the event of an unexplained absence (i.e. the school office has not been directly notified of the absence – or a late arrival has not been signed in) a text message is sent to parents as a notification and a reminder to advise the school of the reason for absence. Please do not reply via text to this message but phone the school as soon as possible.

Please understand that the safety of all of our students is paramount and, for this reason, it is essential that this policy is adhered to.