



BUNGAREE PARISH SCHOOLS

PARISH PRIEST: Fr Shane Mackinlay
PRINCIPAL: Mr Chris Kavanagh



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29th November 2019

Dear Parents,

Procedures and Response to Student Absences

It is a requirement of the Department of Education and Early Childhood Development that accurate records of student's absences are kept by the school. We appreciate parent support in notifying the school of their child's absence.

1. Parents/guardians are requested to send a Flexibuzz message through prior to 9.00am to inform of their child/children's absence and the reason for the absence.
Please note Flexibuzz is the preferred method. Alternatively, parents may ring the office between 9.00am-9.15am or inform the class teacher/s of the absence. If the absence extends beyond one day, parents/guardians are asked to lodge a notice on Flexibuzz or contact the School each day the child is absent.
2. Office staff will contact parents/guardians by 9.30am each day to ascertain the whereabouts of any child who has not been advised absent by parents/guardians.
3. Parents/guardians are requested to inform the Principal in advance and in writing of any anticipated extended absences from school, e.g. for health, family or holiday reasons.
4. A request is made for a Medical Certificate if the student is absent for 2 or more consecutive days or within one teaching week.

Early Departure

When a student needs to leave the school during school hours, eg. To keep a dental or doctor's appointment, parents are asked to sign the Early Departure Book in the School Office.

Thank you for your co-operation in the above matters.

Chris Kavanagh
Principal