



# MORLEY SENIOR HIGH SCHOOL



## ABSENTEE INFORMATION

Under Department of Education and Training (DET) guidelines, being absent from school, without reasonable cause, is unlawful and fines can be issued for non-attendance. DET collect our information and act on issues relating to absentee rates. Other government agencies also use this information (for example Centrelink, Abstudy, Children’s Services etc) to assess claims and payments.

Here at Morley we have several measures in place to minimise the absentee rate, however, we need the cooperation and assistance of parents/guardians in achieving these results.

If your child is sick or will be away from school for the day (or longer) please try to contact the school before 9.30am to let us know, this will be recorded as an R (reasonable cause) and an absentee letter will not be sent to you.

If a student is away, and we are not advised by a parent/guardian, this absence will be marked as a U (unexplained) on our system and letters will be sent home. Letters will continue to be sent home with accumulating absences. After the term is over past absences (or absences longer than 4 weeks old) cannot be amended by parents’/guardians’ notes.

Apart from our daily ring-a-round, in which we ring every parent/guardian of students that were marked absent in Tute, we have a period by period roll call and we also do spot-checks on notes from parents/guardians (in which we will ring to confirm you actually wrote the note). So if a student is not at school at some point during the day – we will know!

### Signing In or Out

If your child has an appointment and will be late into school, please send him/her with a note confirming this for when they return to school. Students must return to school via the front office.

If your child needs to sign-out during the day for an appointment, please send a note with the student so they will be allowed out of class at the correct time. We prefer you to collect your child personally from the front office/school.

If another person (ie older sister/brother uncle, aunt or friend) will be collecting your child we must have this information in a written note from the parent. Students will not be released to someone without your authorisation.

If your child is sick at school, please encourage them NOT to call you direct. The student should go to the School Nurse, in the first instance, if it is a day when the Nurse is not at the school, the student must come to the front office and we will contact you direct.

If you need to come and collect your child unexpectedly, or in an emergency situation, please call us with as much notice as possible, and we can locate your child and get a message to them, to have them ready for you. Depending on what time of day this is, it can become quite difficult so notice is most helpful. All this will help us to ensure a smooth sign-in or sign-out without confusion and delays.

Our contact number for absences is 9376 5555 and you can call from 8.00am Monday to Friday.

### WEB SITE - [www.morleyhs.wa.edu.au](http://www.morleyhs.wa.edu.au)

As we continue to update and streamline our new website, you may like to receive the Parent Newsletter via email as well, if so, please log on to our website, enter your email address and subscribe to the newsletter. We hope to offer more online options in the future as we develop our website.

Please supply your email address for any future online options and/or electronic information.

My name: .....

My child/children’s name/s: .....

My email address is: .....



**Please return this to the school via your child or in the mail. Thank you for your support.**