



# Absence Important Reminders

Dear Parents / Carers,

Attendance at school is a mandatory requirement for all children from the time of enrolment until the age of 17 years in New South Wales. It is very important that your child/ren attends school every day the school is operational for students. To maintain accurate attendance records, it is essential for parents to notify the school of any absences related to their child(ren).

At Blacktown South Public School, we are encouraging all children to be at school **on time all the time**. Our school day runs from 9.15am to 3.15pm. Please help us improve attendance this year.

## Late Arrivals

If your child arrives late to school, they must come to the Front Office for a late note. It is preferable that a parent attends the office with their child/ren to explain the reason for the late arrival.

## Early Departures

If your child needs to be collected from school earlier than 3:15pm, parents must come to the front office to have them signed out with an explanation. All parents must have an early leavers slip to hand to the teacher when taking their children from class early.

## Absences

At Blacktown South Public School, we encourage parents to use the following communication options to inform us of any absences:

- SZapp notification (**our preferred option**)

Szapp



Follow the appropriate QR code below for your device, to install the app.



[Google Play Store](#)



[Apple Store](#)

Once you have installed the app, follow the directions to set up your account.

- Phone call to the school on 9622 2449 after 9.45am on the day of absence or day of return.
- Written note on day of return with student name and class clearly printed on the front of an envelope that needs to be taken to the front office not to the class teacher.

This year, we kindly request that all handwritten absence notes be submitted to the front office and placed in the designated metal box located in the foyer. Please ensure that your child's name and class are clearly printed on the front of the envelope containing the note, or directly on the note itself.

Thank you for your cooperation.