



Cardiff North Public School

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Education

Absence Notifications by SMS

Dear Parent/Guardian

Cardiff North Public School operates a daily absence notification system for unexplained absences. This is the same model that is now in place in a number of schools in the Newcastle region. Please read below for important details:

Students involved:	All CNPS students
Purpose:	The prime purpose of this system is to alert parents / carers when their child is marked with an unexplained absence from school. Parents / carers will be able to reply to the text with an explanation for their child's absence. This also acts as a tool to enhance student safety. If a parent / carer has sent their child to school and their child is marked absent, they will be alerted early in the day.
Overview:	When a student is marked absent in our attendance system with no explanation, a text will be sent to the nominated parent / carer at approximately 9:30am to confirm the absence. Parents / carers will be asked to reply via text to provide an explanation of the absence. If you receive a text and you believe it to be an error, please phone the school immediately so we can check what is happening.
Additional information:	<ul style="list-style-type: none"> We still encourage parents / carers to phone the school if their child is absent by 9am on the day of their absence. Please reply to text messages the same day you receive them.
Contact Details:	One parent / carer will be sent the SMS. If a student resides at two households, the primary caregiver will be notified unless you indicate that you would like both parents to be notified. Please complete the below slip and return it to the front office.
Contact details slip due by:	Friday 14 th February (Week 3) <i>It is essential this slip is returned to ensure the absence notification is sent to the nominated parent/carer.</i>

Mrs McShane
Relieving Assistant Principal
5th February 2020

Mrs Corrigan
Principal

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Absence Notifications by SMS

Child's Name: _____

Class: _____

If my child is absent from school without explanation, please text:

Parent Name: _____ Contact Number: _____

Signature: _____ Date: _____