**Same day student absence notification – sample communications for schools**

**Newsletters**

**Contact details**

* There are times when we may need to contact parents and carers. Do we have your most up to date contact details? If not, please contact the school on <insert relevant school contact phone or email details> so we can update our records. These details include parent/carer’s name, address, phone numbers, email address and emergency contact details. Please remember to contact the school if any of these details change.

**Absence notification process**

* Please remember to call the school on <insert phone number> or email at <insert email address><delete those that are not applicable>early in the morning if your child is going to be away or late for school so your child’s absence can be recorded correctly.

**Same day notification**

* Our school will contact parents as soon as practicable on the day if a student is not at school and we don’t know why. If you are advised by the school that your child is away without a reason, please contact us as soon as possible by <texting/calling/emailing> <insert school phone number/email address> <delete those that are not applicable> to let us know where your child is. We will follow-up with parents if no response is received.

**Facebook**

**Contact details**

* Parents and carers – have you moved recently or changed your phone number? Let us know and we will update your details so we can keep you up-to-date!

**Absence notification process**

* Did you know there are many ways you can let us know if your child is going to be late or away from school? You can call the school absentee line on <insert number>, send a text to <insert number> or send an email to <insert email address>**.** <delete those that are not applicable>

**Same day notification**

* Have you missed a call from us checking where your absent child is? You can get in touch with us by calling <insert number>, texting <insert number>, or emailing <insert email address> <delete those that are not applicable> so your child’s absence can be recorded correctly.

**Twitter**

**Contact details**

* Parents & carers–have you moved recently or changed phone numbers? Let us know & we will update your details to keep you up-to-date!

**Absence notification process**

* Did you know there are many ways to let us know if your child is going to be late or away from school? Call the school for more info.

**Same day notification**

* Have you missed a call from us checking on your absent child? Don't forget to call back so we know your child is safe and the absence can be correctly recorded.