Student Absence Process

March 2017

Parent/Caregiver

If your child is going to be absent for a lesson or day/s please contact the college with:

- ‹ Name of the student
- ‹ Length of absence
- ‹ Reason for absence.

Phone: 8309 3571

Email: student.absence@openaccess.edu.au

Schools

Please inform the college of:

- ‹ Any individual student absence for a lesson or day/s with
  - o Name of the student
  - o Length of absence
  - o Reason for absence.
- ‹ Any school pupil free days, sports days, excursions etc.

Phone: 8309 3571

Email: student.absence@openaccess.edu.au