



Ingle Farm East Primary School R - 6

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10th May 2023

Attendance – notifying school of your child’s absence

IFEPS staff have worked together to review the school attendance policy and have made some changes to procedures which come into effect immediately.

If your child is absent from school, we ask that you inform us via text message to **0413 458 657**.

Please note that this replaces all other methods of notifying the school about your child’s absence. Teachers will ask you to text this number if you send notification through other methods.

Please text **before 9am** on the day of absence and include the following details in your message;

- Child/ren’s name/s
- Reason for absence (illness, appointment, family reason etc)
- Teacher name or Room/Pod number
- Name of adult notifying

We have sent a card with all of these details and the mobile number to text home with your child. You might like to put it on your fridge or keep it in your purse or wallet.

We highly recommend saving this number as ‘IFEPS Absence Notification’ in your mobile to save you some time.

If you would like further information or to discuss these changes, please see your child’s classroom teacher or a member of the leadership team.

Thank you for your ongoing support.

Karen, Kim and Sam