

STUDENT ABSENCES

If your child is absent from school for any reason, it is important that you notify the school, along with the reason for the absence. Please check your XUNO dashboard to ensure all unexplained / unapproved absences have been addressed.

How to provide an explanation for unexplained absences

1. Click on the unexplained absences icon

Attendance Today
Present

Unexplained Absences
6

Approved Absences
0

2. Then click on the pencil on the right-hand side to enter a reason. If you have more than one child, you will need to select them individually.

Date	Period	Subject	Marked As	Parent Reason	
Fri 18 Feb 2022	Afternoon	12A	Unapproved Absence		
Fri 18 Feb 2022	Morning	12A	Unapproved Absence		

How to send an absence note

On the occasion your child is unwell, attending a medical appointment or has one booked for a future date. these can all be lodged via XUNO, saving you a phone call to the school.

To lodge:

1. Click on the Attendance Today

Attendance Today
Present

2. Click on "Send an Absent Note"



Jack HODGENS



Mali HODGENS

Last Marked Today
Present 12:00pm

Lowest Attendance:
34A

Attendance Today

Unapproved Absenc
0

Great job! Give yourself a pat on the back. Mali has no unexp

[View Day-by-Day Attendance](#)

[Send absence note](#)

3. Then click on "Send a note for a future absence" and enter all details as required and press SAVE.

Great job! Give yourself a pat on the back, no unexplained absences.

[View All Future Absence Notes](#)

[Send a note for a future date](#)

Family Holidays

If you are going on a family holiday in school time, we ask that you put this in writing as early as possible as **approval from the principal is required** and teachers need time to create individual learning plans for your child to complete whilst on holidays. It is important that all students attend school every day unless they have a valid reason.

Attendance—Did you know?



EVERY MINUTE COUNTS

Just a little bit late doesn't seem much but.....

He/She is only missing just.....	That equals....	Which is.....	over 13 years of schooling, that's....
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly HALF A YEAR
20 minutes per day	1 hour 40 minutes per week	Nearly 2.5 weeks per year	Nearly 1 YEAR
Half an hour per day	Half a day per week	4 weeks per year	Nearly 1 AND A HALF YEARS
1 hour per day	1 day per week	8 weeks per year	Nearly 2 AND A HALF YEARS



Did you know your child's best learning time is the start of the school day?

That's when every minute counts the most!

