



## **ABSENTEE REQUIREMENT**

1. Contact the School before 9:00am to advise of absence.
2. Emails are preferential as long as the email contains full name of the sender (parent/guardian) not an abbreviated form in the address bar. Email address: [admin@hrs.wa.edu.au](mailto:admin@hrs.wa.edu.au)
3. Should email not be available please call the **absentee line 92034533**. You need to leave your name, child's name and reason for absence followed by # key.
4. Phone calls need to be followed up with an email or signed note including parent/guardian name confirming the absence and explanation.
5. Should the school not receive notification of an absence by 9:00am a text message will be forwarded to the parent or guardian.
6. **Late arrival:** Should your child come to school after the 8.45am bell they must enter via the front office and sign in the absentee file. They will then be given a student card to take to their class.