Absences including Family Holidays and illness management

For your child to progress at preschool, *unnecessary absences should be avoided*.

When an unavoidable absence occurs such as an illness or an urgent pressing family matter there is a process that you need to follow to report this absence to the school front office.

If **the absence is unplanned** a phone call to the school on 8757 2120; an email to dl.0438.info@schools.sa.edu.au; or an SMS to 0488 535 079 is required to be received with a short reason as to why the child is absent (e.g. family reasons or ill) by 9:10am of the day of their absence. The school front office staff will then pass the message onto the Preschool. If a phone call, email or text message hasn't been received by this time, the school front office will generate a text through their absence program which will be sent to your nominated mobile number asking you to ring the school front office to explain the absence. These messages are generated between 9:30-10am. If an absence remains unexplained for more than two consecutive days, a staff member may contact you regarding the child's wellbeing and to explain the absence.

On the return to preschool, your child must have a signed, dated note from a parent/caregiver explaining the reason for the absence and the date range the absence took place in. This must be an original signed and dated note - an email cannot be accepted as this. If a parent/caregiver has personally spoken to a member of staff regarding the child's absence they are still required to present a signed and dated note explaining this absence. This is a legal requirement of DECD, and the school/preschool is audited every year on this process.
'Notification of Student Absence' forms are printed on the back of all of the school newsletters, are available on the school website, and spare copies are kept in the Front Office. A signed and dated note explaining the child's absence placed in their **Communication Book** is also an accepted form of communicating.
If an **absence is planned** (i.e. Dentist/Specialist appointment), a written note from a parent/caregiver can be sent in prior to the absence taking place explaining why and when your child will be absent. The preschool staff is then able to plan around this absence.
If an absence of longer than two days is planned (e.g. family holiday), an ED175 (Application for Exemption from preschool) is to be filled in by the parent/caregiver and returned to the preschool for approval by the Principal or District Director PRIOR to the absence taking place. These forms are available from the Front Office and can be sent home with your child on request, or are also on the school website.
** Many families find it useful to keep newsletters at home together on a clip or pinboard, to refer to later and to access Absence and Bus forms. For your child to progress at preschool, unnecessary absences should be avoided.

Illness

When your child is unwell at preschool what usually happens is outlined on the next page.

Preschool Staff will make a judgement about your child's wellbeing. Usually if a child continues to feel unwell, your child may be encouraged to have a lie down in a quiet area of the classroom. When this does not resolve the child's discomfort, a phone call will be made to parents to collect the child from the preschool.

In cases when it is clear that children are very unwell, parents will be notified straight away. Children are collected from the preschool. The child must be signed out through the Front Office by a parent/caregiver prior to them leaving.