

# ATTENDANCE AND SMS MESSAGING

At Holroyd High School, student attendance and safety is a high priority. Personalised SMS text messages sent direct to and from your mobile phone are the best solution for student safety attendance management and are also fast, effective and discrete.

## Benefits for You and Your Child

You have the right to know that your child is safe

If your child has not arrived at school, you need to know immediately.

- Your child deserves the best possible chance of success - regular attendance is a key factor in school success.
- You deserve the most responsive delivery system available. Letters are slow and can be intercepted. Phone calls can be intrusive and may not reach parents in time.
- You deserve a communication tool which fits your busy lifestyle. Sending a text message to the school is the most cost and time effective option for busy parents.

## Working Together For Our Children: What Parents Must Do

Holroyd High School is taking important steps to benefit your child. This is a shared responsibility, and parents must also help the school.

- Keep your **mobile phone details up to date**. Make sure the school has your current mobile phone number, and notify the school immediately if this number changes.
- Notify the school in advance when your child is absent. If you notify the school as soon as you know your child will be absent, the school will know your child is safe, and will not need to contact you. An SMS text message sent to the school is the best way to do this - **SMS Number: 0429 456 348**
- Respond to messages from the school. If you receive an absence message from the school, please respond via return SMS. The school needs to know why your child is absent.

## What to do when you receive a message ....

On receiving a message parents/caregivers can simply reply by pressing the reply option and providing the following information

1. student's full name
2. roll call
3. date of absence
4. the reason for absence or lateness.

Eg. Shauna Smith, Year 8 was sick yesterday, Tuesday November 13

**Text Version = Shauna Smith E12 sick Tues Nov 13**

It is a **legal requirement that all student absences be explained** and whilst Text Messaging is our preferred method of communicating student absences, parents/caregivers also have the option of phoning the school office or sending a note explaining absences, lateness or early departure from school. If the school has not received an explanation of a student's absence within seven days of the absence then the system automatically records this absence as unexplained.