MARIST COLLEGE KOGARAH

ATTENDANCE AND SMS NOTIFICATIONS POLICY

AIM

This policy is aims to ensure that a consistent and diligent approach to student attendance is maintained.

PROCEDURE

Marist College Kogarah uses a system of notifying a student’s daily absence or late arrival to the College with an SMS message sent directly to the parent/guardian’s mobile phone.

FREQUENTLY ASKED QUESTIONS

In what circumstances will an SMS be forwarded to a parent?
You will receive an SMS if your son:

- is not in attendance at the College and you have not contacted Student Services to notify the College of your son’s absence,
  OR
- arrives late to the College and you have not contacted Student Services to notify the College of your son’s late arrival or he does not have with him a note verifying his absence.

Who will receive the SMS?
The system will send a message to the mother’s mobile first. If there is no mobile number record for the mother, the system will send a message to the father’s mobile number. If you wish to change this arrangement you should contact Student Services (9587 3211).

At what time of day will the SMS be sent?
After morning administration and relevant data have been entered into the system (approximately 11.00am).

How will the notification work?
The SMS text message you will receive will be similar to this:

4/2/2012. Please note that JOHN SMITH is absent from school today. Please reply by return SMS or contact the College on 9587 3211.

Please note the sending number for the SMS. You may wish to add this number to your mobile phone’s address book under the title “MCK Absence”.

How do I respond to the SMS?
Parents/guardians are requested to reply via SMS as follows:

“My son JOHN SMITH is absent from school today due to illness.”
What if I change my mobile phone number?

The success of the system requires accurate records of mobile phone numbers. If you change your number or you think that the College does not have your correct mobile number, please contact Student Services.

What happens if I get an SMS about my son’s absence, but believe he is at the College?

When this happens you should contact Student Services to determine if our record of absence is incorrect. Obviously, if your son is not at the College when you believe he should be there is cause for concern. For your son’s safety it is vital to ascertain his whereabouts.

What if I do not respond to the text message and/or I do not own a mobile?

In accordance with legislative requirements, a letter will be forwarded home the following day requesting an explanation for your son’s absence. This is required to be completed within 7 days of the absence, otherwise the absence will be classified as “unjustified”.

If you have any concerns or questions about this system please contact Student Services.