



# Spencer Park Primary School Absentees Procedure

## ABSENTEES

- If a child is absent for more than two days and you do not receive either written or verbal reasons for the child's absence, please inform the Deputy. If verbal notification of absence occurs this must be recorded on Integris.
- When a child has been absent and brings a note, indicate that you have received notification using the appropriate SIS code. All incidences of absence must be recorded and be up to date on SIS.
- **Please ensure that all notes have the current date.**
- By law, all absentee notes have to be retained for six months. Medical Certificates have to be stored, or retained for seven years.
- Please follow instructions given by Deputy in relation to attendance procedures.

