Open Access College
www.openaccess.edu.au

Marden Campus
1-37 Marden Road
MARDEN SA 5070
Reception (08) 8309 3500
Client Services (08) 8309 3680
Fax (08) 8362 0045
Toll Free 1800 882 328
Courier: EAST

Port Augusta Campus
School of the Air
59 Power Crescent
PORT AUGUSTA SA 5700
Reception (08) 8642 2077
Fax (08) 8642 3563
Toll Free 1800 018 287
Courier: PORT AUGUSTA

Government of South Australia
Department for Education and Child Development

05/02/2016

Dear Parent/Caregiver

We all understand that regular and frequent contact between teacher and student assists in the development of a positive interpersonal relationship that is essential to the teaching-learning relationship and contributes to improved learning outcomes for students. When students are absent from scheduled lessons they find it difficult to maintain this relationship and risk falling behind in their learning.

If your child is going to be absent please phone or email, prior to or on the day of the absence with a brief reason.
Phone: 83093571, Email student.absence@openaccess.edu.au

Teachers are required to record and monitor attendance daily and to assist this process we have introduced the DAYMAP option to send email alerts (SOTA) or SMS (Marden) whenever your child has been recorded as not attending their lesson/s for that day. The email/SMS will be generated from data read at 6pm each day starting from 8th February 2016.

The message sent will read *"OAC records indicate [Firstname] [Surname] was absent (unexplained) for 1 or more lessons today. Please reply to this email/SMS with a reason for the absence*".
Responses to this email will be processed and communicated to your child's teacher/s.

Should your child's attendance continue to be an issue further follow up will occur.

As with any new process we will be monitoring carefully and would appreciate being notified immediately if an email/SMS appears to have been generated in error.

We look forward to a positive and successful year for our students and encourage you to contact us at any time, if you have any queries, suggestions or concerns.

Yours sincerely

Robyn Cane
Assistant Principal

Julie Taylor
Principal