05/02/2016

Dear Principal/OAC Coordinator

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.

For any student absences please phone or email prior to or on the day of the absence with a brief reason. Please also notify the college when your students will not be attending lessons due to sports days, pupil free days, school excursions etc so we can record absence appropriately.
Phone: 83093571, Email student.absence@openaccess.edu.au

Teachers at OAC are required to monitor attendance closely and to assist this process we have introduced the DAYMAP option to send email alerts to your nominated OAC coordinator whenever one of your students has been recorded as not attending their lesson/s for that day. The email 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 with a reason for the absence*".
Responses to this email will be processed and communicated to relevant teachers.

Should 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 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

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