

Student Absence Process

17/10/2025

Parent/Caregiver

If your child is going to be absent for a lesson or day/s please contact the college with:

- Name of the student
- Length of absence
- Reason for absence

Please either notify via email student.absence986@schools.sa.edu.au or phone 8309 3571.

To avoid receiving a text message of an unexplained absence it is recommended to contact the college in advance or the morning of absence.

Schools

Please inform Open Access College of:

- Any individual student absence for a lesson or day/s with:
 - Name of student
 - Length of absence
 - Reason for absence
- Any school pupil free days, sports days, excursions etc.

Please either notify via email student.absence986@schools.sa.edu.au or phone 8309 3571.