Student Absence Process

March 2017

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.

Phone: 8309 3571

Email: student.absence@openaccess.edu.au

Schools

Please inform the college of:

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

Phone: 8309 3571

Email: student.absence@openaccess.edu.au