



Eastern Hutt School

Kings Crescent
Lower Hutt
Phone: 04 – 566 0167
Fax: 04 – 566 8636
email: office@easternhutt.school.nz

To Educate Every Child for Life

CHILD ABSENT FROM SCHOOL

The following notice is to give parents/caregivers clear steps to follow when informing the school if your child is absent.

Parent/Caregiver Responsibility

- Phone the school or text, preferably before 9am to tell us why your child will not attend school.
- School absence telephone number 566 2734 or **text only** on 027-773-7243.
- School absence email address is absentees@easternhutt.school.nz
- Please state child's name and room number, and the reason for absence.
- Please make sure your child is at school by first bell at 8.55 am.
- If you arrive after the 8.55am bell, you must report to the office to confirm your child's arrival. If the child is unaccompanied and arrives late, they must go to the office first and inform them that they have arrived.
- Please note that if you have an answer phone facility, it is your responsibility to check in case the school has been trying to contact you.

School's Responsibility

- Attendance registers are marked within the first 10 minutes when school starts at 8.55 am.
- Names of children not present are recorded and sent to the office.
- Those children's names will be checked against reported absences.
- The school will contact parents in the following order:
Home phone⇒work phone⇒mobile phone
i.e. phone numbers previously supplied to the school
- If there is no reply to any number and there is an answer phone, a message will be left for you or your child's caregiver to make contact with the school.
- Every effort will be made to speak with parents/caregivers through the numbers given to the school. If contact is not made it will be noted that all numbers have been tried.