



Has your student been absent from school?

If a student is absent from school, it is a legal requirement that the absence is explained within **seven** days.

You can explain an absence using one of the following methods:

1. Use the **Parent Portal** <https://kelsohs.sentral.com.au/portal2> to view your child's attendance and respond by providing an explanation. This is the preferred method.

- Please note: Access to the Parent Portal have been emailed out. If you require assistance or a replacement code, please contact the school.

2. Reply to the SMS message that is sent on behalf of the school.

3. Write a **note** and return to the roll call teacher. There are absence booklets available from the front office.

4. **Phone the front office** and provide a verbal reason.

The screenshot shows the SENTRAL Absences portal. On the left, a sidebar menu has 'Absences' circled in red. The main area displays a table with one row: 'Unexplained absence' with a date of '18/02/2022 08:14'. A red arrow points from a text box to this row. To the right, the 'Explain absence' form is visible, with a red arrow pointing from another text box to the 'Notify of an Absence' button at the top of the form.

Thank you for your ongoing support.

Regards,

Kelso High Attendance Team