



# Parent Attendance Contact Sheet

How, When, & Where to contact the school



## Late to School

Call on **9071 9555**  
Text **0408 940 801**  
Email at **[esperance.shs.admin@education.wa.edu.au](mailto:esperance.shs.admin@education.wa.edu.au)**  
Visit the **Front Office**



## Leaving Early

Call on **9071 9555**  
Text **0408 940 801**  
Email at **[esperance.shs.admin@education.wa.edu.au](mailto:esperance.shs.admin@education.wa.edu.au)**  
Visit the **Front Office**



## Away for a Whole Day or More

Call on **9071 9555**  
Text **0408 940 801**  
Email at **[esperance.shs.admin@education.wa.edu.au](mailto:esperance.shs.admin@education.wa.edu.au)**

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## How We Communicate Attendance

We know life sometimes gets in the way and you might not be able to call or visit us on the day. To make sure these absences don't go under the radar we'll contact you in a couple of ways in an attempt to resolve them.

- **A Daily Absentee SMS, sent the day of the absence.**
- **The Weekly Absentee Emails.**

After three (3) notices all unresolved absences will be marked as unacceptable.