
GENERAL INFORMATION

College Notification Procedures Regarding Student Absences

To ensure accurate attendance records, student safety, and in keeping with the College Roll Call system for all students, we have implemented the following procedure at Keilor and Taylors Lakes Junior Schools:

- If your child is away from school for any reason, the Junior School needs to be notified
- The easiest and quickest way to notify the Junior School directly, is to telephone Nicky Pygall, Keilor Junior School Administration on 9334 0139 by 9.00am or alternatively, email nicky.pygall@overnewton.vic.edu.au
OR
Leonie Murray, Taylors Lakes Junior School Administration on 9334 0221 by 9.30am or alternatively, email leonie.murray@overnewton.vic.edu.au for each absence.
- If the school has not received this information, the school administrator will call to confirm your son/daughter's absence
- Should you have prior knowledge that your son/daughter will be absent from school; such as holidays, music examinations or pre arranged medical appointments, an email, note or telephone call would be appreciated.
- On the student's return to school a written note explaining the absence is required.
- If your child requires special leave for an extended period (eg: extended holiday) please forward a letter to the Head of Junior School.

