

## RECORDING YOUR STUDENTS ABSENCES/LATE AND LEAVE PASSES

The simplest way to use PAM and keep up to date with activity permissions, sick passes, absences, and your child's education is to download the SIMON Everywhere App. If you need some help setting this up please reach out to our Administration Team, we would be happy to help you.

We want this module to be your one stop shop for all things Sacred Heart College. If you have any suggestions, feedback, or issues in regard to PAM please contact us via email -

[pam@shckyneton.catholic.edu.au](mailto:pam@shckyneton.catholic.edu.au)

### Introducing Parent Notified Absences via SIMON Everywhere

We are pleased to announce our families now have access to Parent Notified Absences through PAM. This is a simple and efficient way for you to notify the College of your child's all day or partial day absence, as well as late arrivals and early leave passes. Please see the links below for instructions and further guidelines on how to use this new feature.

We would also like to take this opportunity to remind families of the College attendance expectations.

Attendance is compulsory for all students enrolled at Sacred Heart College and participation in all major College events is an expectation of enrolment.

- All passes (all day, partial day, arriving late or leaving early) must now be entered via PAM.
- Passes can be entered by parents/carers in PAM any time (preferably prior to 9am) on the day of your students' absence.
- If the College is not notified of an absence an SMS will be sent to the parent/carer at approximately 9.30am.
- Students must report to a Student Reception to Sign in or out of the College, if arriving late or leaving early.
- Students Yrs 7 - 9 are required to be collected from General Reception by a parent/carer/ emergency contact due to our Child Safety requirements and duty of care commitments. However, being a rural school and close to town centre, there are times when students are required to walk to an appointment or other event. If this is the circumstance please ensure you make a note in your child's pass to state that you are authorising your child to depart the College unsupervised.
- Students Yrs 10 – 12 can leave the College after signing out without supervision.
- If a student is going to be absent for an extended period (more than five school days), such as a family holiday or surgery, parents need to inform the Principal via email to [principal@shckyneton.catholic.edu.au](mailto:principal@shckyneton.catholic.edu.au) giving as much notice as possible.
- Senior students (those studying VCE, VET and VCAL) are to refer to the specific information relating to attendance requirements found in the [Senior School Policy Handbook](#).

[Click here to view a document which provides a step by step process for logging a PNA \(Parent Notified Absence\).](#)



Parent Notified Absences  
CLICK HERE TO VIEW

[Click here for a YouTube showing the process for logging a PNA \(Parent Notified Absence\).](#)

