On the day
Parents/Carers need to notify the School of their child’s absence by 9:15am on the day of the absence in one of the following ways:

- Phone 8863 2952
- Email attendance@tcs.nsw.edu.au
- Send a note to the School Office

The note or email must include the student’s name, class, date and explanation for absence.

If you know about the absence in advance
Please complete the relevant forms available on the School website www.tcs.nsw.edu.au by clicking on the Late/Absence icon.

If your child is late to School
Please remember to provide an explanation by 9:15am the next day.