

NOTIFYING OF ABSENCES VIA PAM

Parents/Carers can enter the absence of their child via PAM. Login to PAM and click on Parent Notified Absences.



Add the absence as per below screen shot. You can enter full, half or partial days. Using PAM to enter these absences eliminates the need to enter a note in your son's diary. He can tell staff it has been entered online.

If your son is starting late, he will still need to check-in at reception where the staff will check that the Parent has entered an absence. Staff will also correct any time discrepancies (eg, he ended up arriving earlier as appointment finished).

Add Absence ×

Student *
Select Student.. ▼
* required

Reason *
Select Reason.. ▼
* required

Absence Period *
All Day ▼

Absence Date *
19/02/2021 📅

Notes

Close Add

* Unable to add absence until all required fields have been updated.

If you have entered an absence via PAM for your son to leave early or for a part of the day, he needs to come to reception to get a leave pass out, and if returning, he will need to sign back in at reception.

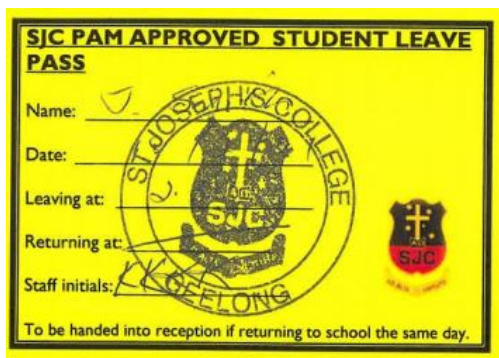
This will be a yellow piece of paper with an official SJC stamp on it and ensures that if the student is questioned upon leaving the school he can show his authorisation.

Parents will get an alert when a PAM absence has been entered, hence, knowing if it is not them that has entered the notice.

Parents / Carers can still use the SMS number 0427 687 117 to notify of an absence, however, we would prefer you commence using PAM.

Parents/carers can still call the school to notify of an absence.

Any holiday absence outside of dedicated school holidays needs to be via an email to the Principal, principal.pa@sjc.vic.edu.au



Example of pass students will receive when leaving early or for a part of the day.

Any queries regarding using PAM to enter absences please email: absences@sjc.vic.edu.au