



EVERY DAY COUNTS

SAME-DAY NOTIFICATION OF UNEXPLAINED STUDENT ABSENCES

**PLEASE READ ALL OF THE FOLLOWING IMPORTANT INFORMATION SO THAT YOU
ARE AWARE OF YOUR OBLIGATIONS AND THE SCHOOL'S OBLIGATIONS
WITH REGARDS TO STUDENT ABSENCES.**

The Department of Education's School Attendance Guidelines specify that Government schools must contact parents/carers as soon as practicable on the day of an unexplained student absence.

Daily attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally. It is the single most important part of your child's education, they learn new things every day – missing school puts them behind.

Mt Eliza Primary School believes all students should attend school all day, every day when the school is open for instruction and that students are committed to attending school every day, arriving on time and are prepared to learn. Parents will provide a reasonable explanation for their child's absence from school and endeavour to schedule family holidays, appointments and other activities outside of school hours.

The Mt Eliza Primary School Attendance Policy which outlines the school's processes and procedures for monitoring, recording and following-up of student absences is currently under review and will be available on the School's website – www.mtelizaps.vic.edu.au after ratification by School Council.

1. Contact details

There are times when we will need to contact you, including on the day if your child is absent and you haven't informed the school as to why. Do we have your most up to date contact details? If not, please contact the school on 9787 1385 so we can update our records. Please include parent/carers' name, address, phone numbers, email address and emergency contact details. Please remember to contact the school if any of these details or your circumstances change.

2. Notify the school of your child's absence

Notifying the school of your child's absence either prior to, or on the day that they will be away, helps ensure the safety and wellbeing of children and will fulfil your legal responsibility.

Please advise the school as soon as possible **on the day of absence** using the school's IT platform, Sentral (instructions at the end of the notice) if your child is going to be late or away from school.

Yard duty by teachers, for students, commences at 8.30am in the morning; there is a bell at 8.43am when all students should be at school and lined up and a bell at 8.45am to indicate the start of the school day. **Any student arriving after 8.45am is considered to be late** and should be accompanied by an adult to the office where they will need to be signed in as a late arrival. Similarly, if a student needs to leave early, an adult must come to the office and sign their child out.

Please remember to use our school's IT platform, Sentral, early in the morning (or the evening before) if your child is going to be away or late for school so your child's absence can be recorded correctly. You can also enter dates when you know in advance of any upcoming absences.



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If your child is absent on a particular day and you have not contacted the school to explain why, the absence will be marked as unexplained

3. Same-day notification of unexplained student absences

Our school will SMS/email you as soon as practicable on the day if a student is not at school and you haven't advised the school as to why. If you are notified by the school that your child is away without a reason, please contact us as soon as possible by replying to the text message or email to let us know where your child is. If we cannot reach you because we don't have your correct contact details (i.e.: message notification fail, disconnected number), then we will make contact with any emergency contact/s nominated on your child's file held by the school, where possible, on the same day of the unexplained absence.

Generally one notification will be sent per family. Should there be circumstances that require both parents and carers to be notified, please contact the school to make the necessary arrangements.

Save this number! Our school uses SMS to contact parents/carers as soon as practical on the day on an unexplained student absence. Save this number **0439 454 239** into your phone so you know it is the school contacting you if you receive a text.

Instructions to advise the school re student absences

1. Ensure the school has your most up-to-date contact details.
2. Notify the school of your child's absence. Please remember it is your responsibility to notify the school if your child is going to be late or away from school.

You can log your child's absence by logging onto the Sentral Parent Portal, <https://sentral.mtelizaps.vic.edu.au/portal> and enter your log in details.

Username: The email address that you originally used to register your details on the Parent Portal.

Password: the password you created when you registered.

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If you are unable to access the Parent Portal, please SMS a message to **0438 454 239** stating **your child's name, grade, date and reason for absence.**

If none of the above options are suitable, please phone the school office on 9787 1385 after 8.30am and advise why your child is absent.

3. If we have not received advice re your child, an automatic notification in the form of an sms/email will be sent. Please reply asap to the sms/email otherwise your child's absence will be marked as unexplained.