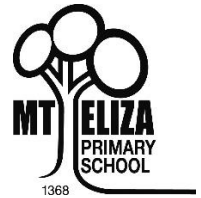




EVERY DAY COUNTS

June, 2018



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 from the end of Term 2 2018, 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 the day 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 student's name/s, 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 by 9.30 am **on the day of absence** by sending a text message to **0439 454 239 stating your child's name, grade, date and reason for absence**. Otherwise please phone the school office on 9787 1385. Early in term 3 we will be receiving an update on the school's IT platform, Sentral, which will allow you to enter data directly onto the portal 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 – **students should not be at school prior to 8.30am** unless it is for a supervised activity. 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.

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 have not 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 of 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 – these instructions will change early Term 3 and a new advice will be sent out to all families.

1. Ensure the school has your most up-to-date contact details.
2. Send a text message to 0439 454 239 stating your child's name, grade, date and reason for absence by 9.30 am.
3. Or notify the school of your child's absence on 9787 1385 prior to 9.30am. Please remember it is your responsibility to notify the school if your child is going to be late or away from school.
4. 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.

As said previously, parents/carers will be able to record their child's absence either on the morning (or the evening before) on the Sentral portal very soon. You will be advised when this is available.

** Please note until we have received the Sentral update the Sentral app does not work.