



SAME-DAY NOTIFICATION OF UNEXPLAINED STUDENT ABSENCES

WHAT DO I DO IF MY CHILD IS ABSENT ON ANY DAY?

Overview

The [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.

Protecting the safety and well-being of children through the reporting and monitoring of absenteeism is the responsibility of both parents/carers and schools. Parents/carers have an obligation to notify the school of their child's absence and schools are required to notify parents/carers on the day of an unexplained student absence. This responsibility needs to be underpinned by shared understandings and expectations about the procedures for the promotion, monitoring and follow-up of student attendance as outlined in the school's *Attendance Policy*.

Clear communication and building a positive and collaborative relationship between schools and parents is critical to the successful implementation of same day notifications.

In addition, in order to implement this requirement, it is essential that schools have accurate and current parent/carer contact details.

1. Do we have your most up to date 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 9366 1356 or university.park.ps@edumail.vic.gov.au 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. Your cooperation is appreciated.

2. How do I notify the school of my child's absence?

Protecting the safety and well-being of children through the reporting and monitoring of absenteeism is the responsibility of both parents/carers and schools.

If your child is absent, please remember to notify us, early in the morning, by calling the school on 9366 1356, emailing at university.park.ps@edumail.vic.gov.au or logging your child's absence using flexibuzz. It is essential that you contact the school early in the morning, if your child is going to be away or late for school so your child's absence can be recorded correctly.

*For further information on the processes and procedures our school uses to record, monitor and follow-up student attendance and absence please read our *Attendance Policy* which is located on our website. The School Council is currently reviewing this policy in light of the new DET requirements.*



EVERY DAY COUNTS

3. What will the school do if my child is not at school...same-day notification of unexplained student absences?

Our school will call you as soon as practicable on the day if your child is not at school and you haven't notified the school as to why. If you are notified by the school that your child is away, without a reason, please don't forget to call back on 9366 1356 so we know your child is safe and the absence can be correctly recorded.

Don't forget to call back so we know your child is safe and the absence can be correctly recorded.

If we cannot reach you because we don't have your correct contact details (i.e. a 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.

Please remember it is your responsibility to contact us to provide an explanation for your child's absence from school, and where possible, please inform us in advance of upcoming absences.

Save this number! *Our school uses a phone call to contact parents/carers as soon as practical on the day on an unexplained student absence. Save this number **9366 1356** into your phone so you know it is the school contacting you if you receive a call.*

What is your legal responsibility, as a parent, in regards to the new DET Attendance Requirements?

*If your child is sick or absent, you are required to notify the school as soon as possible **on the day of absence**, by calling the school on 9366 1356, or emailing at university.park.ps@edumal.vic.gov.au or using flexibuzz.*

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.

From the end of Term 2 2018, all Victorian government schools are required to contact parents/carers as soon as practicable on the same day of an unexplained student absence. 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.

This system also promotes daily school attendance. Going to school every day is the single most important part of your child's education, they learn new things every day – missing school puts them behind.

Thank you for your continued support and diligence in keeping your emergency contacts up to date and ensuring the safety of the students at University Park PS.

Regards,

Andrea Federico

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Principal