



STUDENT ABSENCES AND LATE ARRIVALS

Memorandum of Understanding

We remind all parents/carers of our school days and the expected hours as per our Attendance Policy.

At 8.45 a.m. all students with iPads, are to go into their classroom and put their devices in the lock up area. They are to put their bags in the bag area and move outside.

At 8.55 a.m. music plays for 1 minute notifying students to come into the classroom. This allows them time to prepare for the day. Handing in notices, putting down their chairs, checking the day board/agenda so they put out the necessary books/equipment as well as being greeted by their teacher.

At 9.00 a.m. the day begins and the roll is marked. Anyone arriving after this time is late and it is recorded. It is also reported on your child's mid and end of year reports as well as being reporting to the DET. This is the same for whole day absences and extended holidays of a parent/carer's choice.

Instruction time finishes at 3:30 p.m.

Illness is out of anyone's control and we acknowledge that learning will not be maximized if a student is unwell. It also increases the risk of other students and staff becoming ill.

We understand that many families have relations overseas. We remind all families that permission to take children out of school for purposes such as a holiday require principal approval.

We track absences very closely, making contact with families where we have concern. The school will contact you if there is an unexplained absence longer than two days.

The preferred option for parents/carers to lodge an absence is to send a message to the teacher through Sentral. Another option is to phone the school.

The DET has various initiatives about the importance of being at school. 'It's not ok to be away' is one -

<http://www.education.vic.gov.au/about/programs/archive/Pages/studentattendance.aspx>