



EVERY DAY COUNTS



SAME-DAY NOTIFICATION OF STUDENT ABSENCES – VICTORIAN SCHOOLS

If your child is sick or absent, you are required to notify the school office by 10:30am **on the day of absence** using one of the following methods:

1. **Online:** Use the “**Reporting an Absence**” link via the school website.
2. **Telephone:** Call the school office on 8311 5700 (select option 1) please leave a message stating your child’s name, class, and reason for their absences.

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.

WHY DO I NEED TO NOTIFY THE SCHOOL IF MY CHILD IS ABSENT?

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.

Schools need to know when and why a child is absent and you need to know if your child is not at school.

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.

WHAT IS YOUR RESPONSIBILITY?

You are legally required to ensure your child attends school every day or you must provide an explanation for their absence. You should let the school know in advance of any upcoming absences or let them know in the morning if your child will not be at school. In order for schools to implement the same day notification requirement, it is essential that you provide the school with your most up-to-date contact details.

CONTACT DETAILS

There are times when we will need to contact you, including on the day if your child is absent and you have not informed the school as to why. Do we have your most up to date contact details? If not, please contact the school on 8311 5700, by completing a change of details form (available from the office) or by email sunshine.ps@edumail.vic.gov.au so we can update our records.

SAME-DAY NOTIFICATION OF UNEXPLAINED STUDENT ABSENCES

Our school will call you as soon as practicable on the day if a student is not at school and you have not notified the school as to why.

Please remember that 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.

Yours sincerely

Lyn Read
Principal