

August 24, 2018

Notice to Parents/Guardians re New Attendance Requirements

From July 16, 2018, the Victorian State Government requires all schools to know the whereabouts of all students on each school day.

If your child is sick or absent, you are required to notify the school as soon as possible **on the day of absence**, by using either our school's IT platform, FlexiBuzz, (Password for all boxes is APTB15) emailing the school at amsleigh.park.ps@edumail.vic.gov.au or phoning the office on 9544 1553.

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 remember to log your child's absence, using one of the methods above, 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.

Schools are mandated to do this by law, hence it is our legal responsibility to implement this system. We 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.

Our school will send an SMS text to you as soon as practicable on the day if a student 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 contact us as soon as possible by replying to the text, emailing or phoning the school to let us know where your child is.

Children arriving late to school MUST be signed in at the office by an adult.

This ensures the unexplained absence recorded for the student will be updated to a late arrival and prevent the SMS text message from being sent to parents.

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.

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.

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.

Michael Cormick
Principal