

Attendance and Absence Summary Guide for parents/carers

Objective

- To record the attendance and absences accurately to ensure the safety and well-being of all students by monitoring their attendance

Attendance Codes

- When a student is absent, but a reason has not yet been established, this is recorded as **Unexplained**. Caulfield Junior College will notify parents by SMS/push notification message at 10.15 am. Parents must update this reason as soon as possible by adding an attendance note (explanation) in Compass.
- Parents / Carers can use the following reasons for an attendance note.

Medical / Illness

- Student is at home with a respiratory tract infection
- Student has been sent home from school unwell or because of head lice.
- Student has been injured during class and is sent home.
- Student is in hospital.
- Student is at home receiving treatment for head lice
- Student has a chronic health condition or pain

Medical Appointment

- Student attending an appointment with a doctor or medical specialist.
- Student has a dental appointment.
- Student has an allied health assessment
- Other medical appointments

Bereavement

- Student is attending a funeral.
- Student is away due to the death of a friend or family member.

Truancy

- Parent is aware of absence but does not approve.
- Parent does not know about the absence and believes the student went to school, but they went elsewhere.

Parent Choice Unauthorised

- The parent has provided a reason for absence (e.g., shopping, visiting friends), but the school does not consider this a reasonable excuse.
- Parent is concerned about COVID exposure at school and decides to keep the student at home.
- Approval has not been sought in advance or in accordance with school policy.
- Conditions of approval have not been met (e.g., Student Absence Learning Plan for a family holiday not completed).

Family Holiday of more than a week (Principal approval required)

- The parent has notified the school, agreed to a student absence learning plan and the principal has agreed.
For example:
 - Student is travelling with their family to see parts of France.
 - Student is visiting relatives in India with their family.

Religious / Cultural Observance (Principal approval required)

- The student is not attending school due to religious or cultural observance.

Please note that both a family holiday of more than a week and a religious/cultural observance require principal approval. Please email the school office, Caulfield.jr.co@education.vic.gov.au for this request and wait for a response from Mr Chant or school leadership before adding in an attendance note in Compass.

Please refer to the following [fact sheet](#) from the Victorian State Government for further information.