



EVERY DAY COUNTS

SAME-DAY NOTIFICATION OF UNEXPLAINED STUDENT ABSENCES

FACT SHEET FOR PARENTS/CARERS

If your child is sick or absent, you are required to notify the school as soon as possible **on the day of absence** using one of the following methods:

1. **Online:** log the absence directly using Compass.
2. **Telephone:** the absence line on (03) 8872 6300 (choose option 1). Advise your child's name, class, date of absences and reason.
3. **Email:** the school attendance email Attendance@vermontsc.vic.edu.au and provide your child's name, class, date of absences and reason.

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?

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

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.

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 won't be at school. In order for schools to implement the same day notification requirement, it's essential that you provide the school with your most up-to-date contact details.

What is the school's responsibility?

The school must notify you of an unexplained absence in relation to your child as soon as practicable on the same day.

Schools will let you know either through Compass, SMS, phone call or email, so, it is essential that you provide the school with your most up-to-date contact details.