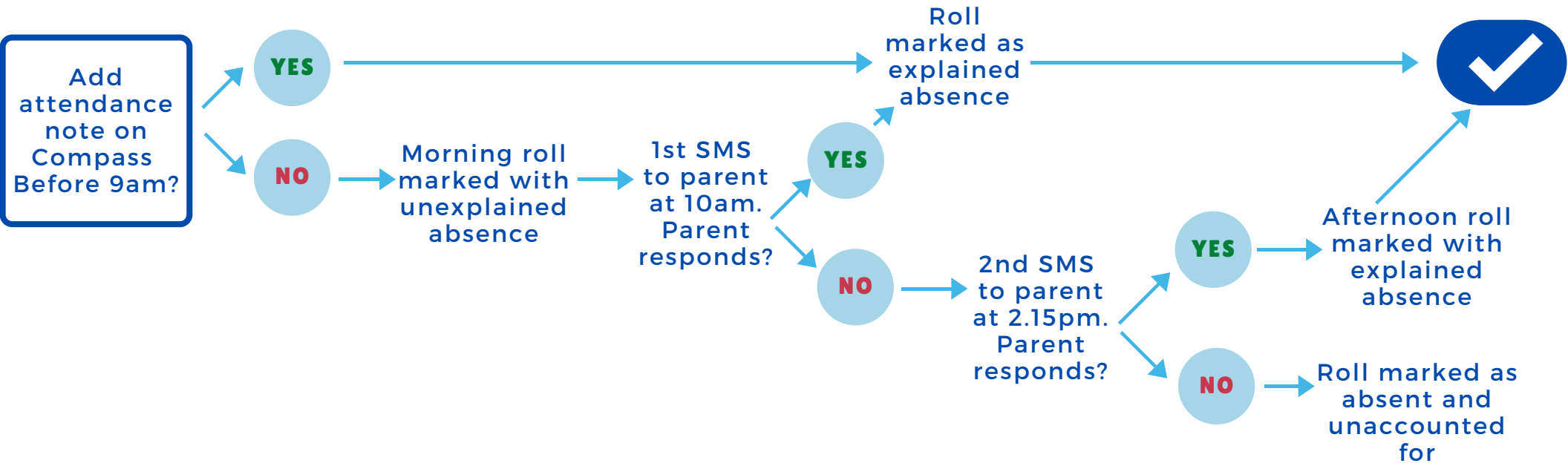


SAME DAY ABSENCES



"Every Day Counts"

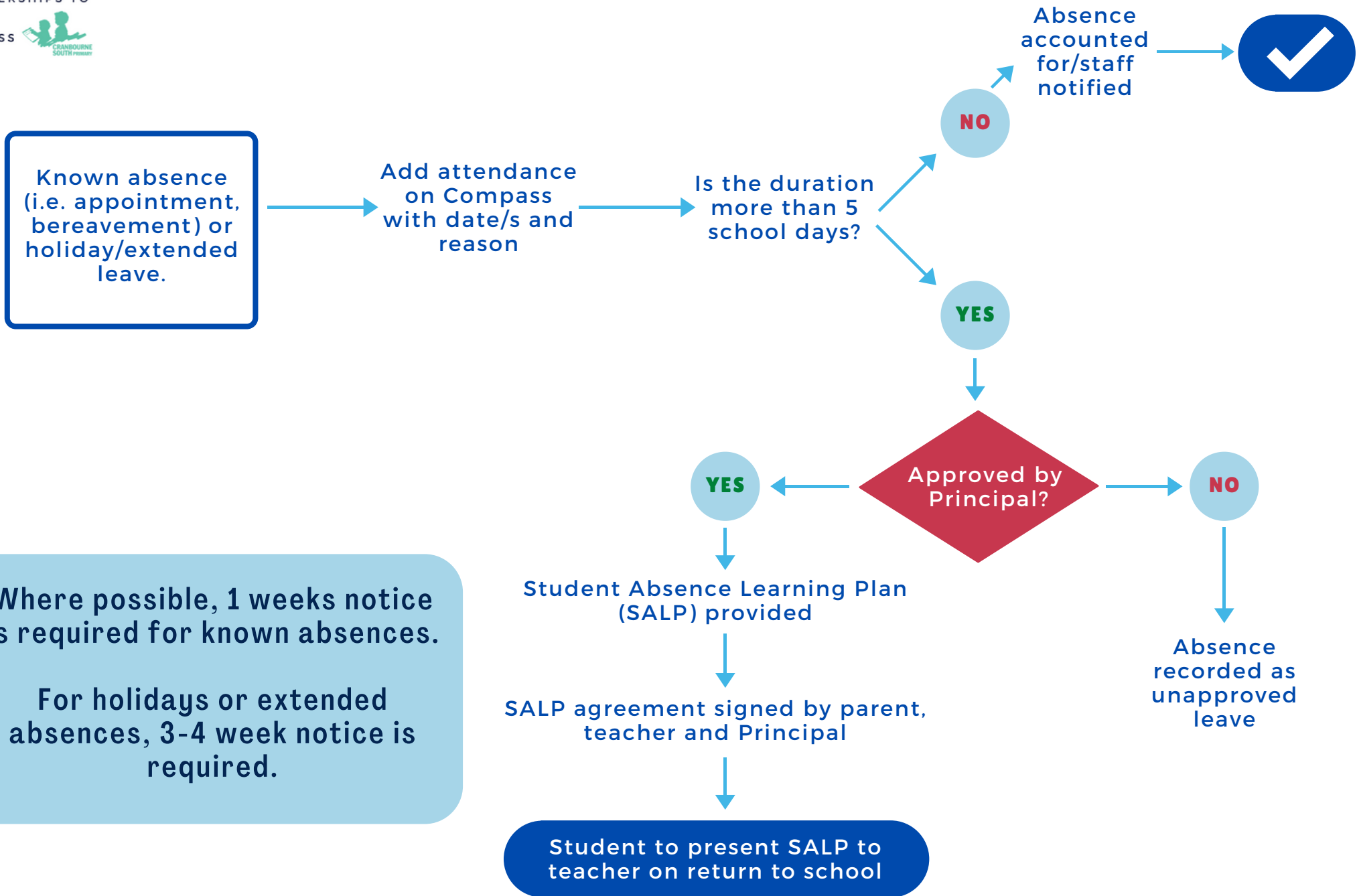
Attending all day, everyday helps students build their learning and maintain strong social connections with their friends and teachers.

Each lesson provides a foundation for the next one, making it easier to learn the next concept.

Principal notified and attendance monitoring begins

Sample Text Message
 [Student] is marked absent as of [time].
 To confirm, follow link or email the school

KNOWN ABSENCES



Where possible, 1 weeks notice is required for known absences.

For holidays or extended absences, 3-4 week notice is required.

LATE ARRIVAL & EARLY COLLECTION

(Attendance note on Compass is NOT required for late arrivals or early collections)

LATE ARRIVALS

Proceed to the Kiss and Go

Notify the office on 9782 2999 on arrival



YES

Does your child/ren need assistance?

NO

A staff member will collect child/ren from Kiss and Go

Child/ren can go straight to class. Office will notify the classroom

Do not send your child/ren into the school without notifying the office

A late arrival is from 9.05am onwards

EARLY COLLECTION



YES

Is this an emergency?

NO

Notify the office on 9782 2999 providing details of the emergency

Email the office before 10am on the same day with the reason for early collection

Proceed to the Kiss and Go

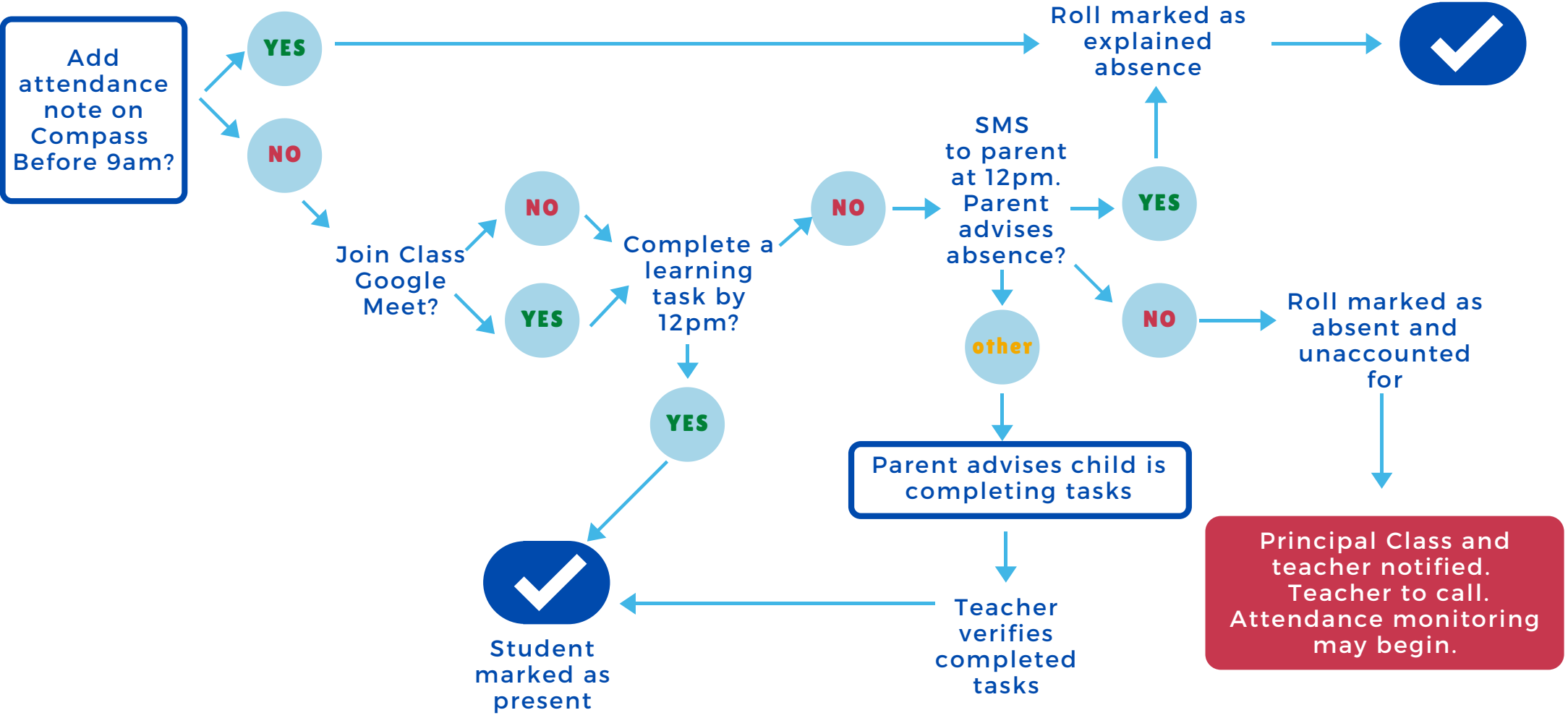
Notify the office on 9782 2999 on arrival

A staff member will escort your child/ren to the Kiss & Go

Preferred collection times are:
 10.40am, 11.25am, 1.05pm or 1.50pm

Picking up during learning times disrupts school structures and practices.

REMOTE LEARNING ABSENCES



Sample Text Message
 [Student] is marked absent from remote learning as of 12pm.
 To confirm attendance, please email, cranbourne.south.ps@education.gov.vic.au