

Attendance and Absence Summary Guide for parents/carers

Objective

To record attendance and absences accurately, to ensure the safety and well-being of all students by monitoring their attendance. Absences **must be explained**, and the **correct explanation** must be selected.

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 cold or is unwell with COVID-19
- ✓ 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, dentist, medical specialist, has an allied health assessment, or other medical appointment

- **Bereavement**

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

- **Truancy**

- ✓ Parent is aware of the 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
- ✓ The 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.