# GUIDE TO on-site ATTENDANCE

## Students requirING on-site teaching and learning due to parent and carer employment arrangements

Parents and carers who require their child to attend on-site school learning will need to complete an on-site attendance application form in the week prior to their child attending on-site.

## step one - communicatE to all parents and carers

* Communicate with your school community that remote teaching and learning programs are in place for Term 2 to enable all students to participate in schooling.
* Communicate that schools will continue to offer on-site programs for eligible students during regular school operating hours.
* Provide (in digital form wherever possible) parents or carers with the message and information sheet for parents in the [communications support pack](https://edugate.eduweb.vic.gov.au/sites/i/_layouts/15/WopiFrame2.aspx?sourcedoc=/sites/i/Shared%20Documents/communication-pack.docx) and ask them to consider the information with respect to their personal situation.
* Explain there is an On-site Attendance Application Form which requires them to indicate the days or part-days they require their child/ren to attend school on-site
* Provide the On-site Attendance Application Form to the parent or carer and have them return it in digital form wherever possible

## step TWO - confirmation process

* On receipt of the form submitted by the parent/carer, ensure the application is complete. This may require a phone conversation with the parent/carer.
* If you are satisfied the request meets the threshold of the student being on-site, then confirm attendance with the parents/carers and proceed to make the necessary logistical arrangements.
* **It is vital that schools are aware of any health issues relating to any students who will be attending on-site (for example, Anaphylaxis).**
* **If there is no staff member onsite suitably qualified in first aid to respond to any health concerns then a qualified staff member should be on call.**
* **If there is no staff member trained in Anaphylaxis response able to attend on-site, then an anaphylactic child should not attend on-site on those days.**
* **Schools should check existing student health records for all on-site students and discuss any concerns with parents/carers.**
* If you have a query about an application, contact your Senior Education Improvement Leader in the first instance.

## TIMELINES

It is suggested that schools determine attendance in advance each week to support adequate staffing.

* BY 3PM THURSDAY: Parents or carers to provide application form for required days/times the following week.
* BY CLOSE OF BUSINESS FRIDAY: School to confirm arrangements with parents/carers.
* Schools will need to exercise discretion in circumstances where students attend the school in the absence of forms being completed, or where a parent submits the form late.

## vulnerable students REQUIRING ON-SITE TEACHING AND LEARNING

Principals should also make arrangements for vulnerable students, including:

* children in out-of-home care
* children deemed by Child Protection and/or Family Services to be at risk of harm
* children identified by the school as vulnerable (including via referral from a family violence agency, homelessness or youth justice service or mental health or other health service and children with a disability)

Principals should contact parents and guardians to discuss appropriate arrangements for children who may be vulnerable.

## STEP ONE - IDENTIFY VULNERABLE STUDENTS

* Principals are asked to identify vulnerable students by:
	+ using the [Students at Risk Planning Tool](https://edugate.eduweb.vic.gov.au/sites/i/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/i/Shared%20Documents/students-at-risk-planning-tool.docx&action=default) to identify any vulnerable students who would be at risk if they were learning from home.
	+ working with agencies that may be in touch with the school to arrange on-site care for particular cohorts of vulnerable students, including those in Out of Home Care, the Youth Justice System and interacting with family violence, homelessness and mental health agencies.

## STEP TWO - INVITE STUDENTS TO ATTEND SCHOOL ON-SITE

* The school should contact the parent or carer to invite them to have their child attend school on-site and discuss planned attendance.