

GUIDE TO ON-SITE ATTENDANCE

A. 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 Parent Factsheet 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 and evidence 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.

B. 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 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.