

# 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 message and information sheet for parents in the [communications support pack](#) 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.

## **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.