

## Same Day Student Absence Notifications

Dear Parents and Carers,

As previously mentioned to the school community (Newsletter dated 11/5/18), the Victorian Department of Education and Training has recently introduced legislation making it mandatory for all state Primary and High schools to have a Same Day Student Absence Notification system in place by mid-July 2018.

In response to this mandate, CJC has set up an Automated Student Absence Notification System. This means that should your child be marked 'Absent – Unexplained' during the morning roll call, at approximately 10.00am you will receive a text from a specified mobile number to advise you of the absence, and requesting you to make contact with the school to advise the reason for the absence. You will be able to respond directly to the text message or you can independently send an email to the school. Please do not ring the school to advise of an absence, as we require all absence notifications to be in writing.

**If you are of the belief that your child is at school and you receive a text message reporting an absence - please CALL the school immediately - 9509 6872.**

Please note that the absence notification facility within Skoolbag will no longer be in effect as at the **17<sup>th</sup> August 2018**. This will enable us to streamline absence notification process, thus ensuring that all notifications are coming to the school via the text messaging system or via the school email.

In addition to the Automated Student Absence Notification System, we will also be installing a Sign-In iPad at the front office to enable late comers/early leavers to log the part absence directly into the system. It is important to note that it is a legislative requirement that parents/guardians are required by law to sign in/out any late arriving or early departing students.

## STUDENTS ARE NOT PERMITTED TO SIGN THEMSELVES IN

### Process of reporting whole day absences:

- Text or email your child's full name, class details, reason for absence to 0427 670 364 **by 9am**.
- You will need to send a separate message for each absent child.

### Process of reporting absences for holidays/extended leave:

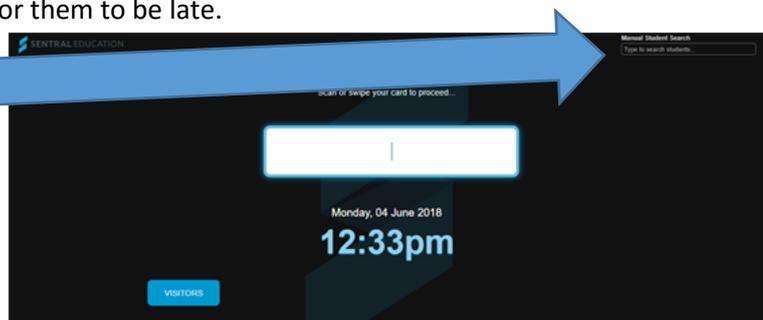
- Email your child/ren's teacher a minimum of 2 weeks prior to your scheduled departure date.

### Process for late arrival / early departure:

- Log the part day absences directly into Sentral via the iPad located at the office. (refer to diagram below)
- Please note there may be delays in the mornings due to the sheer number of families signing in late, so please be patient during this time. It may be advantageous **NOT** to park in the 2-min zone during this time.
- By law, the **Office Staff Are Not Permitted** to sign your child in, as they are not authorised guardians of the child and as such cannot give permission for them to be late.

Start typing your child's surname to bring up a student list for you to select the correct child, and then select either:

1. Late with Parent
- OR
7. Early Departure



Should you have any questions regarding this information, please contact the school office between the hours of 8.30am and 4.30pm.

Regards

CJC Admin Team