



EVERY DAY COUNTS

SAME-DAY NOTIFICATION OF UNEXPLAINED STUDENT ABSENCES

FACT SHEET FOR PARENTS/CARERS

If your child is sick or absent, you are required to notify Glenroy College as soon as possible **on the day of absence** using one of the following methods:

- Online:**
Log the absence directly into Xuno using your login and password
- Telephone:**
The Subscool Attendance Officer and let them know your child's name, class, date of absence(s) and reason.

Years 7-9: 03 9304 0441

Years 10-12: 03 9304 0410

- Email:** the school glenroy.sc@education.vic.gov.au and include your child's name, class, date of absence(s) and reason.

Notifying the school of your child's absence either prior to, or on the day that they will be away, helps ensure the safety and wellbeing of children and will fulfil your legal responsibility.

Why do I need to notify the school if my child is absent?

Schools need to know when and why a child is absent and you need to know if your child isn't at school.

All Victorian government schools are required to contact parents/carers as soon as practicable on the same day of an unexplained student absence.

What is your responsibility?

You are legally required to ensure your child attends school every day or you must provide an explanation for their absence. You should let the school know in advance of any upcoming absences or let them know in the morning if your child won't be at school.

What is the school's responsibility?

The school will notify you of an unexplained absence in relation to your child as soon as practicable on the same day.

Where can I learn more about the process for managing student absences?

Please refer to the enclosed *Attendance Policy*.

EVERY DAY COUNTS ...
A day here or there doesn't seem like much but ...

When your child misses just ...	that equals...	which is....	and therefore, from Prep to Year 12, that is ...	This means the best your child can achieve is ...
1 day a fortnight	20 days a year	4 weeks of school	Nearly 1½ years of school	Equal to finishing Year 11
1 day a week	40 days a year	8 weeks of school	Over 2½ years of school	Equal to finishing Year 10
2 days a week	80 days a year	16 weeks of school	Over 5 years of learning of learning	Equal to finishing Year 7
3 days a week	120 days a year	24 weeks of school	Over 8 years of learning	Equal to finishing Year 4

Give your child every chance to succeed ...

