

# How to enter an absence or late approval for your child

From the Compass home screen (or from your student's profile)

Click on  [Add parent approval \(Approved Absence/Late\)](#)

From the pop up window

Select the reason REASON from the drop down box

Enter a brief description of the absence

Select the START and FINISH dates and/or times.

Click the  SAVE button

## Student Absences

Students are expected to attend the school in which they are enrolled, during normal school hours every day of each term, unless:

- there is an approved exemption from school attendance for the student, or
- the student is registered for home schooling and has only a partial enrolment in a school for particular activities.

A student is considered to be in attendance at school when involved in an offsite curriculum program or other activity organised by the school (for example an excursion or camp), or where the student is engaged in a re-engagement program or another school part time to make up full time attendance and the schools or settings have agreed the time fractions, allocation of Student Resource Package (or other funding) and the educational plan for the student.

The Department of Education and Training (DET) have a tightly mandated process for Student Absences. All absences for family holidays **must be notified to the school office in advance** and the student must complete a Student Absence Learning Plan agreed by the school, student and parent.

We have prepared student learning plans which should help families to maximise learning opportunities (without impacting too much on your holiday). **Please give a minimum of 7 days' notice to assist with processing.**

In general, it is expected that principals would excuse absences for:

- medical and dental appointments, where out of hours appointments are not possible or not appropriate
- bereavement or attendance at the funeral of a relative or friend of the student, including a student required to attend Sorry Business
- school refusal, if a plan is in place with the parent to address causes
- cultural observance, if the parent notifies the school in advance
- family holidays, where the parent notifies the school in advance and the student completes any Student Absence Learning Plan agreed by the school, student and parent.

Approval should be sought from the principal for absences for any other reason.

See the full guidelines at:

<http://www.education.vic.gov.au/school/principals/participation/Pages/managingabsence.aspx>

**REQUESTS FOR APPROVAL OF FAMILY HOLIDAYS (OVER 5 DAYS) MUST BE IN WRITING**

Please give a minimum of 7 days' notice to assist with processing.