

Questions and Answers for Parents and Guardians

Is attending school compulsory?

Yes - It is compulsory for students to attend school until the age of 17. Also, parents are legally required to ensure their child attends school every day. We want our students at Braybrook College to attend school every day, to arrive on time before 8.50am, remain at school until 3.06pm and be engaged fully in classroom learning. We understand that some days students might feel sick, or that there may be unforeseen family circumstances. However, overall, students should be attending school.

Our motto is:

Every Day Counts, Every Class Counts, Every Moment in Class Counts.

Do I need to let the school know if my child is away?

Yes - If your child is absent, we need to know the reasons why they are absent so that we can understand the needs of your child and support your child to return to school as soon as possible.

Are there absences that are approved by the school?

Yes - There are some absences that are school approved. A "school approved" absence for example is when a student arrives late or leaves early for a medical appointment. This is a valid reason that is approved by the school Principal.

What reasons for absence are school approved?

We accept that there will be some days when students may be away. Here are some reasons why we think students might be absent from school:

- They have a cold or feel unwell with symptoms and need to stay away – these are medical absences. If your child's symptoms persist, seek medical advice and provide us with a medical certificate. Let us know if your child stays home, but if they have no symptoms, encourage your child to attend school. Refer to letters sent to families from the school Principal regarding steps to take if you think your child might be Covid infected.
- They need to attend a medical appointment – for example, to see a doctor or dentist. If possible, try to schedule the appointment out of school hours. If the appointment is during school time, let us know in advance. After the appointment, provide us with a medical certificate. We expect you to come to the school and sign your child out at the General Office.
- Extended family holiday – the parent has notified the school and agreed to a "Student Absence Learning Plan". If this process is not followed, then the absence is recorded as "Parent Choice Unauthorised".
- Religious / Cultural Observance – these are Principal approved, but you need to let the school know in advance.
- Parent Choice School Approved – we understand that sometimes there are circumstances that are beyond our control, such as an ill family member.

What reasons for absence are not school approved?

Every day our Administration Assistants call families to track student absences. Absences are not "school approved" when the reasons are not valid. For example, if you tell us that your child is shopping, visiting friends, or celebrating their birthday, we will consider these not valid reasons for being absent. Unless there is a valid reason for your child's absence, we will code the absence as Parent Choice (unauthorised).

What if my child arrives late or needs to leave school early?

We understand that sometimes there are unforeseen circumstances that prevent students from arriving to school on time. Providing us with details for why your child is late or the reasons they need to leave school early is very important as part of our duty of care to students. However, we encourage parents/guardians to do all they can to prevent these circumstances from happening. Year Level Coordinators will follow up with students who arrive late without a valid reason. Detentions apply for arriving late to school if unapproved. If a student is late to school multiple times, we will contact the family to work out a plan for them to attend all classes on time.

How do I notify the school of an absence?

There are two ways that you can notify the school of your child's absence.

1. **Call the school on (03) 9312 2900**
During School Hours - ask to speak with our Attendance / Tracking Officer, Katie Stathakopoulos
After Hours - Press 1 to leave a message to report your child absent
2. Enter your child's absence via the **Parent Portal in Compass**.
 Call the school if you need assistance.

If you have any concerns, ask to speak with one of our Administration Assistants:



Sara Allen
 Administration Assistant
 (Year 7 & 8 Sub-school)
 First Aid Officer



Katie Stathakopoulos
 Administration Assistant
 (Year 9 & 10 Sub-school)
 Attendance/Tracking Officer



Tuyen Trinh
 Administration Assistant
 (Year 11 & 12 Sub-school)