**attendance recording advice**

**SCHOOLS IN GREATER MELBOURNE AND THE MITCHELL SHIRE**

**From Week 2, Term 3, 2020**

This advice outlines student attendance recording and reporting requirements for Term 3, 2020

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| **Prep to Year 10** **student** (Year 10 student is not undertaking a VCE subject) | | |
| **SITUATION** | **CASES21 Code** |
| Student is attending remote learning. | **‘625 – Remote learning’**. |
| A child is not able to be supervised at home and no other arrangements can be made so is attending on-site at school for supervision.  This option will only be available for children of parents who cannot work from home, and vulnerable children. | ‘**623 – On-site Program’** |

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| **Year 11 and 12 and Year 10 students undertaking VCE subjects** | |
| **SITUATION** | **CASES21 Code** |
| Student is attending school. | **‘100 - Present’** |
| Student is learning from home on the basis of medical advice following principal approval. | **‘624 – Remote Learning (exceptional)’** |
| A student has had their temperature checked and is not allowed to attend school as their temperature is too high. | **‘214 – Sent home (COVID symptoms)’** |
| A school has closed due to health advice for face to face learning but is delivering remote learning and the student is considered to be attending the remote learning. | **‘624 – Remote Learning (exceptional)’** |
| A school has closed due to health advice but remote learning is not being delivered. | **‘929 – Pandemic’** |
| Student is absent for any other reason. | Absence codes apply as per normal. Schools should follow their regular processes to determine the reason for the absence and apply the appropriate CASES21 code.  Where a parent has **chosen** not to send the student to school, Principals should apply their discretion in deciding to approve (**‘807’**) or not approve (**‘806’**) the absence. |

**How to determine if a student is attending**

Schools may use a range of mechanisms to determine if students are attending in a remote learning context. This includes:

* Learning contact: the school verifies that the student has engaged with learning tasks through participation in teaching schedule. This may include through the student’s engagement with the school’s learning platform, through teachers’ direct interactions with the student and through student’s submission of work.
* Student, parent or carer contact: the school makes contact with the student, parent or carer to verify the student’s participation that day.
* On-site attendance: student is recorded as present at a school site for on-site programs.

**Reporting of bulk student absences in CASES21**

For support in how to record bulk student absences in CASES21 please see the [How to record bulk student absences in CASES21 Guide](https://edugate.eduweb.vic.gov.au/Services/bussys/cases21/User%20Guides/C21%20Other%20Guides/Recording%20BULK%20Student%20Absences%20in%20CASES21.docx).

**Frequency of recording and reporting**

For year levels learning on site attendance recording should be as per normal – schools must record student attendance twice per day in primary schools and in every class in secondary schools and record, in writing, the reason given for each absence.

For year levels flexible and remote learning, schools should record attendance a minimum of once a day.

Schools are encouraged to ensure attendance/absence data is imported either via eduHub or manually into CASES21 once a day. The Department recognises the additional administrative burden this may place, but it is particularly important that schools and the Department have up to date attendance data to inform planning for staffing, services and physical distancing and contact tracing if need be.

For support in how to manually upload attendance data into CASES21 please see the [Manually Importing Attendance Data into CASES21 from a Third Party Product guide](https://edugate.eduweb.vic.gov.au/Services/bussys/cases21/User%20Guides/C21%20Other%20Guides/Manually%20Importing%20Attendance%20Data%20into%20CASES21%20from%20a%20Third%20Party%20Product.docx).