**attendance recording advice**

**schools outside greater melbourne and mitchell shire**

**ALL Specialist schools**

**From week 2, Term 3, 2020**

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

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| **All year levels** | |
| **Situation** | **CASES21 Code** |
| A student is attending on site as per normal. | ‘**100 - Present’** |
| A student is learning from home based on medical advice following principal approval. | **‘624 – Remote Learning (exceptional)’** |
| 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’** |
| 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 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. Where the reason for absence relates to COVID, schools are encouraged to include this in in the notes field. |

**Frequency of recording and reporting**

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

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).

**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).