

[INSERT SCHOOL NAME AND LOGO – PLEASE DO NOT ADJUST FORM FURTHER]

ON-SITE ATTENDANCE FORM

(TERM 3 – METROPOLITAN MELBOURNE)

Student/s name:																		
Student/s date of birth:																		
Student/s year level (P-10):																		
<p><i>Victorian government schools in metropolitan Melbourne will commence <u>remote and flexible learning</u> from 5 August 2020 for all students.</i></p>	<p>I am requesting that my child/ren attend on-site learning as:</p> <p><input type="checkbox"/> My child/ren is/are not able to be supervised at home and no other arrangements can be made as I am a permitted worker. (Note: A copy of permit must be provided to school as soon as issued)*</p> <p>OR</p> <p><input type="checkbox"/> My child/ren is/are vulnerable.</p> <p>OR</p> <p><input type="checkbox"/> My child/ren is/are vulnerable as she/ they has/ have a disability** and our family is experiencing severe stress. I understand that the school may contact me to discuss this request and confirm the need for on-site attendance.***</p> <p>By submitting this form, I declare that my child/ren is/are well and I will collect my child/ren as soon as is practicable upon the request of the school if my child becomes unwell.</p>																	
	<p>Dates required:</p> <p>Please note you need to complete this process weekly to ensure adequate staffing onsite.</p> <table border="1"> <thead> <tr> <th>Day</th> <th>Date</th> <th>AM, PM or ALL DAY</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td></td> <td></td> </tr> <tr> <td>Tuesday</td> <td></td> <td></td> </tr> <tr> <td>Wednesday</td> <td></td> <td></td> </tr> <tr> <td>Thursday</td> <td></td> <td></td> </tr> <tr> <td>Friday</td> <td></td> <td></td> </tr> </tbody> </table>	Day	Date	AM, PM or ALL DAY	Monday			Tuesday			Wednesday			Thursday			Friday	
Day	Date	AM, PM or ALL DAY																
Monday																		
Tuesday																		
Wednesday																		
Thursday																		
Friday																		
Emergency contact details:																		
Parent/Guardian name: _____																		
Signature: _____																		
Date: _____																		

Received and Processed by..... on (date).....

* *In rare circumstances an employee does not need a worker permit. This includes law enforcement, emergency services workers or healthcare workers who carry employer-issued photographic identification, which clearly identifies the employer.*

** *'Disability' refers to all students receiving adjustments, including (but not limited to) those supported through the Program for Students with Disabilities.*

*** *Severe stress category*

Principals will contact parents/carers to discuss appropriate arrangements where the family is experiencing severe stress due to the functional impact of the child's disability on providing care and supervision for remote and flexible learning (including via referral from external agency, mental health or other health service). In these instances, school/s will take a collaborative family-centred approach to determine appropriate on-site attendance arrangements for children with disability. This will seek to address the severe stress families are experiencing and be consistent with the intent that on-site supervision is to be provided in limited circumstances only to limit the movement of people across metropolitan Melbourne as far as possible as part of efforts to slow the spread of COVID-19.