A close up of a logo

Description automatically generated

**BRAUER COLLEGE**

# on-site attendance form

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| --- | --- |
|  |  |
| Student/s name: |  |
| Student/s date of birth: |  |
| Student/s year level: |  |
| *The Victorian Government has stated that all students who* ***can*** *learn from home* ***must*** *learn from home.*  Parents / carers should not presume that all  weekly requests for on-site schooling will be  approved – decisions are at the discretion of the  Principal and will be confirmed with parents by  4pm on Fridays. Students are not to be sent to  school until the request for on-site schooling has  been approved by the Principal. | I am requesting that my child/ren attend on-site schooling because my child/ren is/are not able to be supervised at home and no other arrangements can be made.  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. |
| Dates required:  Please note you need to **complete this process weekly by 3pm on Thursdays** to ensure school has sufficient time to determine whether request can be fulfilled and to arrange for adequate staffing on-site.  Please email the completed form to:  [Brauer.sc@education.vic.gov.au](mailto:Brauer.sc@education.vic.gov.au) | |  |  |  | | --- | --- | --- | | 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)……………………………………