

**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 allweekly requests for on-site schooling will beapproved – decisions are at the discretion of thePrincipal and will be confirmed with parents by4pm on Fridays. Students are not to be sent toschool until the request for on-site schooling hasbeen 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 |

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| --- | --- | --- |
| Day | Date | AM, PM or ALL DAY |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |

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| Emergency contact details: |  |
| Parent/Guardian name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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