

Some students do not want to go to school because of:

Bullying

Relationship problems with their friends, peers or teachers

Work is too hard

Harassment

Want to be with family



Teachers at school will:

- Mark rolls everyday
- Ask for notes if you have been absent
- Check on your wellbeing if you are away from school a lot
- Inform family/caregiver when you are absent

IT'S NOT OK TO BE AWAY

For more information schools can contact their DE&T regional office.



www.sofweb.vic.edu.au/wellbeing/welfare/attend.htm



Department of Education & Training

IT'S NOT OK TO BE AWAY

Attendance Information for Secondary School Students

Why you need to be at school



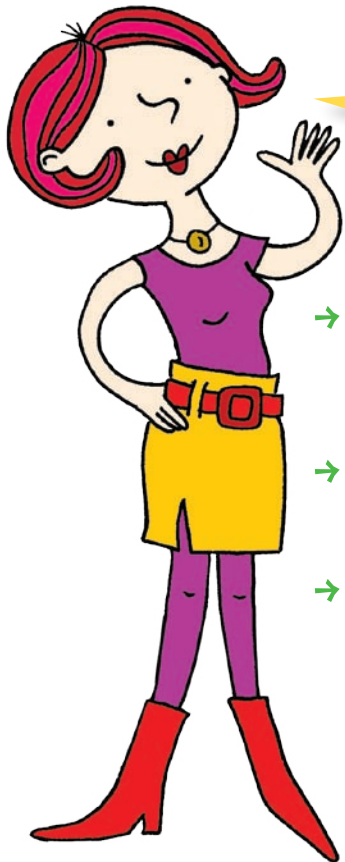
Knowledge & Skills
Building a Future



The Place To Be

Responsibility of students

- ✓ Attend school every day
- ✓ Be punctual to classes, school meetings and out-of-school programs
- ✓ Inform the school as soon as you know that you will be away
- ✓ Bring in medical certificates, appointment slips or other evidence that explains your absence as soon as you return to school
- ✓ Sign in to the office when late
- ✓ Sign out at the office and hand in a note of explanation when leaving early



Who can you talk to if there is an attendance problem?

- The form group teacher, M.I.P.s teacher, year level co-ordinator or student welfare co-ordinator
- You can be referred to a guidance officer or a social worker
- If attendance is a problem for any reason, talk to the person with whom you feel most comfortable

10 tips for keeping on track

✓ **Take attendance seriously**

When you attend school regularly and get to class on time you are able to do better and will be happier at school.

✓ **Attend regularly**

Have you ever gone into a class and been embarrassed or feel unsettled because you can't figure out what's going on? Maybe it is because you missed something important the day before and now it feels like you have lost the plot? Once this cycle starts, it's hard to stop.

✓ **Keep the school and teachers in the loop if you are away**

If you are away let the school and teachers know. When the teachers are aware of your situation then they can work with you to set up a plan and they will be more understanding when you get back to school.

✓ **Catch up with class teachers**

If you have missed some classes make sure you see your teachers to find out how to catch up. They will usually be very understanding and may even have some short cuts to make it easier. Teachers are sometimes busy and may not be able to help straight away, just keep trying.



✓ **Understand your out-of-school programs—VET, VCAL, work placement, work experience, apprenticeships, traineeships**

Don't fall into the trap of getting a bit slack just because out of school programs seem new and different. These are part of your normal program and have attendance requirements just like school classes.

✓ **Be smart**

Learn to use a diary to note important days like assessment days and excursions. Don't schedule shopping trips, doctor and dentist appointments during the school day.

✓ **Develop/learn social skills friends network**

School is a great place to make friends. As part of this process you will develop important social and team-work skills.

✓ **Become work ready**

Understand that school helps you become work ready. School attendance habits prepare you for work attendance habits.

✓ **Access further education and training**

Understand that schools help you prepare for further education and training. School work habits prepare you for further education and training.

✓ **Special provision**

Remember that if you have explained your absences it will be easier to have consideration for disadvantage approved.

