



ON-SITE ATTENDANCE FORM

(TERM 3 – METROPOLITAN MELBOURNE)																					
Student/s name/s:																					
Student/s date of birth:		Student/s year level/s (P-12 or ungraded):																			
I request that my child/ren attend on-site as:																					
<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 an authorised worker . (Note: A copy of the authorised worker permit/s must be provided to the school as soon as practicable after issuance)*		<input type="checkbox"/> My child/ren is/are experiencing vulnerability** 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 <u>weekly</u> to ensure adequate staffing on-site.		<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																					
Parent/Guardian name: _____																					
Signature: _____ Date: _____																					

Received and processed by: _____ 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.

**Children experiencing 'vulnerability' include:

- in out-of-home care
- deemed vulnerable by a government agency, funded family or family violence service, and assessed as requiring education and care outside the family home
- identified by a school or early childhood service as vulnerable, (including via referral from a government agency, or funded family or family violence service, homeless or youth justice service or mental health or other health service)
- Where a parent/carer indicates that a student with a disability is vulnerable because they cannot learn from home, and/or informs the school the student is vulnerable due to family stress, the school must provide on-site supervision for that student. This may apply to students enrolled in specialist schools and students with a disability enrolled in mainstream schools. 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.