



School attendance

The Department of Education and Training



Easy English



Hard words

This book has some hard words.

The first time we write a hard word

- the word is in **blue**

- we write what the hard word means.

You can get help with this book



You can get someone to help you

- read this book

- know what this book is about



- find more information.

About this book



Education
and Training

This book is written by the Department of Education and Training.



This book is about **school attendance**.

School attendance means a child is at school on a school day.

Why it is important to go to school?



The law says children from 6 to 17 must

- go to school

or



- do home school.



School helps your child learn

- new things



- how to get along with others.

Children who attend school every day and finish year 12 have better



- health



- jobs.

What should you do if your child can not go to school?



You must tell the school if your child can **not** go to school.

Tell the school

- on the first day your child will be away

- in the morning as soon as you can.



It is good to tell the school how long you think your child will be away.

Talk to your school if your child will be away for a long time.

For example, if your child is

- going on a holiday in the school term
- very sick.



The school might give you things to help your child learn when they are away from school.



If your child has a disability they should still attend school every day.

It is normal for a child to **not** like school sometimes.



Your child must still go to school.

Try to find out why your child does **not** like school.



For example, they might

- feel lonely at school



- have a problem with a bully.



Why your child might not go to school

Sickness

If your child is sick they do **not** need to go to school.



Make sure your child comes back as soon as they are better.

Medical appointments

Try to make appointments outside school hours.





Family holiday

Try to plan holidays outside the school term.



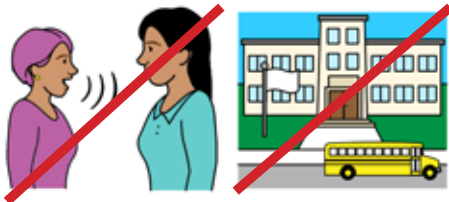
The school will say **yes** if you want your child to miss school for a holiday.

You must tell the school about the holiday early.



Death

The school can support students if a family member dies.



Truancy

Truancy means your child does **not** tell you when they do **not** go to school.

Talk to your school for help with truancy.



Refusal

Your child might **refuse** to go to school.

Refuse means to say **no**. This is **not** truancy.

Your child might get upset about school.

What the school will do if your child does not go



If you do **not** tell the school that your child will be away they will call

- you

or



- your emergency contacts if you do **not** answer.



The school will ask to talk to you if your child misses more than 5 days of school.



The school will work with you to plan ways to help your child go to school.

The school might get an **attendance officer** to help your child go to school.



An attendance officer checks to make sure your child goes to school.

If your child misses too much school the attendance officer might give you a



- warning letter



- school attendance notice



- fine.

How to help your child go to school



Tell your child why school is important.

Ask your child how they feel about school.



Reward good behaviour.

For example, plan a fun weekend activity if your child attends school for the week.



Make sure you are a good role model.

For example, make sure you attend your own appointments and work.

Set times for homework and bed.



Have **no** technology in the bedroom at night.

Prepare for school the night before. You can

- make lunch



- pack a school bag

- lay out your child's school uniform.

Find a friend to go with your child to school.



More information

For more information contact
the Department of Education and Training.



Find a Department of Education and Training office

Website

[www.education.vic.gov.au/about/
contact/Pages/regions.aspx](http://www.education.vic.gov.au/about/contact/Pages/regions.aspx)



More about school attendance

Website

[www.education.vic.gov.au/parents/
going-to-school/Pages/attendance-
missing-school.aspx](http://www.education.vic.gov.au/parents/going-to-school/Pages/attendance-missing-school.aspx)

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Scope's Communication and Inclusion Resource Centre

wrote the Easy English in August, 2019. www.scopeaust.org.au

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