



## Hastings Primary School

# ON-SITE ATTENDANCE FORM

### (TERM 4 – 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:

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)\*

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 weekly to ensure adequate staffing on-site.**

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.