



Forms are to be returned on a weekly basis by 12 noon EVERY THURSDAY.

Please return forms to the office via email:

pentland.ps@education.vic.gov.au

## ON-SITE ATTENDANCE FORM

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.*

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.

My request for my child/ren to attend on site is based on:

- I am unable to work from home.
- My child/ren has a disability
- My child/ren is classified as vulnerable under the DET guidelines

If requesting attendance on site - please provide details of employer: including Name, Address and Telephone Number

Employer:

Address:

Telephone Number:

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

Emergency contact details:

Parent/Guardian name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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