

Highvale Primary School

Student Absence Learning Plan



Please note that all Victorian schools have a legal responsibility to monitor, record and follow up student absences. As such, parents/carers must seek permission for their child's extended absence in writing to highvale.ps@education.vic.gov.au. Please complete the form below and attach to the email.

Student Absence Learning Plans will support the education and engagement of students who are absent from school for an extended period. To achieve the best results, schools should collaborate with the student and parent/carer when creating the plan.

Depending on the circumstances of the student's absence, it may be appropriate to only focus on one or two core subjects. If the student participating is in a special event or an activity (e.g. a cultural ceremony, travel overseas), consider if this experience could form the basis of a task that can be shared with the student's teacher and peers.

Please note that these are suggested learning tasks while on extended leave. Teachers are not required to set and follow up learning tasks. If you have any questions, please see your child's classroom teacher.

Student name	Date of last day of school	
Year level	Date of return to school	
Absence and Learning Tasks Discussed with teacher	Yes / No (please circle once discussed with teacher)	
Reason for absence		

Subject	Learning task	Resources	Submission of work
Literacy	<p><i>May include</i> such activities as:</p> <ul style="list-style-type: none"> -Student Journal: Student completes entries explaining what they did that day. -Reading: Student reads for at least 20-30 minutes every day (junior students – read with parent) 		
Mathematics	<p><i>May include</i> such activities as:</p> <ul style="list-style-type: none"> -Working on number facts with parents -Practising times tables with parents 		