



Policy: Senior Years School Attendance, Lateness & Redemption Policy
 written 26/3/2013
 ratified 09/04/2013

We Act Safely We Aim High We Show Respect We Value Our Community

Rationale

- Students are required by the Education Act to be in full time attendance in a government or registered non-government secondary school until they reach the age of 17. Post this age schooling is non-compulsory.
- In the Later Years learning and assessment are based on full participation in the program of each study in combination with demonstration of understanding for learning outcomes. Consequently regular attendance is of critical importance as a primary source of evidence.

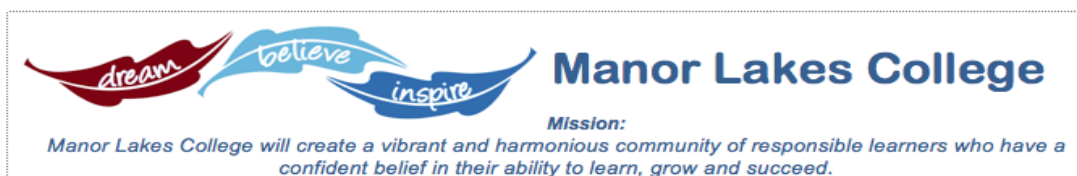
Guidelines

- To maximise learning opportunities by ensuring that student absenteeism is kept to a minimum and only occurs for valid reasons.
- To develop agreed processes for managing student absenteeism within the Senior School.
- To inform all parents/guardians of senior years students of the links between attendance and achievement.
- To support students, parents, teachers and the community to understand respective responsibilities in regard to school attendance.

Implementation

In addition to the implementation of the general College Attendance Policy, the following will apply to Senior Students:

- Senior School students are expected to attend all scheduled classes and activities for 90% of all scheduled classes. This is in accordance with VCAA regulations for VCE/VCAL. The requirement sits outside of approved school based activities, medical reasons or as otherwise evidenced via a statutory declaration provided by parents/guardians.
- Therefore Senior School students are able to have a maximum of 10% unexplained absence. All student absence must be explained by a parent/guardian in writing or by telephone.
- Attendance of less than 90% during a semester may be grounds for the awarding of an N due to the inability of teachers to authenticate work for VCE/VCAL. This will be a decision taken by the VCE Panel that will operate according to the approved Victorian Curriculum Assessment Authority (VCAA) guidelines. Grounds for appeal may be medical or other extenuating circumstances. Supporting documentation and evidence must be made available to the panel. If the appeal is successful, the student will be given



the opportunity of redemption.

- Students are encouraged to limit their participation in school-based activities including excursions, sporting representation and extra curricula activities to four sessions per subject. Students can only attend school-based activities if they have completed the school based activity approval form. This places the responsibility upon students to ensure work obligations are met for all studies missed.
- School Assessed Coursework activities (SACs) take precedence over other school activities such as excursions. Student will not be given permission to attend excursions when SACs are scheduled.
- Excursions and field trips, if required by a unit to demonstrate an outcome, are recognised as class time and therefore compulsory.
- Students who attend a VET course that incur a clash missing subject time must also complete and follow the school based activity approval process.
- All VCE students who are absent for School Assessed Coursework (SACs) will be required to provide a medical certificate or statutory declaration in order to be given the opportunity to complete it for a graded assessment. If no certificate is provided, the student will be required to complete the SAC, but not receive a graded assessment.
- If no certificate is provided, the student will be required to make an application to the VCE Panel to explain the extenuating circumstances. Supporting documentation and evidence must be made available to the panel. If the appeal is successful, the student will be given the opportunity to complete the SAC. The application to the Review Panel must be organised with the Year Level Leader and classroom teacher immediately upon their return to school.
- Year 9 and 10 students who are absent critical learning activities or assessment tasks may be required to attend redemption at the professional judgement of subject teachers.
- Students receiving Government assistance need to be fully aware of the attendance requirements and that unapproved absences may result in financial penalties.
- Parental permission is required for students to leave the College grounds during the school day.
- Any student arriving late or exiting early to the college must inform the SY administration who in accord will amend attendance records.

Evaluation

This policy will be reviewed as part of the school’s three-year review cycle, or as required due to changes in relevant Acts, Laws or should situations arise that require earlier consideration.