



VCE ATTENDANCE INFORMATION AND REQUIREMENTS POLICY 2019.

ATTENDANCE AND ABSENCES:

Rowville Secondary College expects that all students will attend every day and for all scheduled classes. The College has a 90% Minimum Attendance Requirement in the Senior School. This requires students to have no more than 10% “Unauthorised Absences” from a unit in order to pass. This policy supports the VCAA requirement that all students undertake 50 hours of class time for every unit undertaken (VCE and VET units).

To ensure that a student does not fall below the 90% attendance requirement they must not miss more than 5 periods per class over a semester without having an authorised absence. Students who miss more than 5 periods without an authorised absence will need to follow the attendance redemption process outlined in this document.

AUTHORISED AND UNAUTHORISED ATTENDANCE:

Absences are classified as either authorised or unauthorised as follows:

Authorised absences include:

- Illnesses and other absences that are covered by a **medical certificate**.
- Those caused by the student's approved participation in another aspect of the College's educational program (such as sport, music, excursions or camps).

- Absences related to the bereavement of a member of the student's immediate family e.g. Grandparents. (See APPROVING BEREAVEMENTS AND HOLIDAYS)

Unauthorised absences include:

- Absences due to illness or other reasons but without a medical certificate.
- Holidays taken during school time (See APPROVING BEREAVEMENTS AND HOLIDAYS).
- Lateness to class - a student who is late to class may be permitted to enter the class at the discretion of the teacher, but will be recorded as 'late' and this lateness may be counted as an unauthorised absence for the time missed (teacher discretion).
- Absences due to birthdays or obtaining a driving licence.

Failure to attend sufficient classes (regardless of whether they are authorised or unauthorised) may result in a student being unable to meet both the VCAA and the College's attendance requirements, which may result in a failure to meet the unit requirements (in other words an "N" will be awarded).

Take note of the VCAA guideline regarding attendance as outlined in the ***VCE and VCAL Administrative Handbook***:

- **"Where a student has completed work but there has been a substantial breach of attendance rules, the school may therefore wish to assign an N to the unit."**

All absences (and lateness) must be approved or explained by either a note or Compass approval from parent/guardian and/or a medical certificate. Please note that unauthorised absences will still effect student attendance, and that the College recommends a medical certificate is obtained for all absences relating to illness. Parents may also ring the College Attendance Officer on the day of absence to explain a student's absence or lateness on that day.

Absence approval notes and [Medical Certificates should be provided to the Student Support Officer](#) as soon as the student returns to school.

STUDENTS MISSING AN ASSESSMENT TASK (SAC/SAT):

If a student is absent during a SAC/SAT assessment task, schools are approved to apply Special Provision where the student has legitimate grounds due to illness or other special circumstances. Special Provision may take the form of re-scheduling a task or setting a different task that is comparable in scope and demand. Grades are awarded for Authorised Absences only. An S/N mark is available for an Unauthorised Absence.

The process to re-schedule a task is as follows:

- If absent with a medical certificate, the student must show the certificate to the relevant classroom teacher immediately upon return to school.

- If absent due to approved school activity, the student must communicate with the relevant classroom teacher, to alter the SAC/SAT arrangement, prior to attending the activity.

Process to be followed by the teacher:

- The classroom teacher will then book the student in to the next available SAC Catch Up Period. These periods operate during Period 5 and 6 on a Wednesday at the Western Campus and Period 5 and 6 every second Friday at the Eastern Campus.
- This information will appear on the student's Compass as a timetabled class and the student is expected to attend this session. Non-attendance will affect the student's grade for that task.
- The teacher must verbally inform the student that they are being enrolled in the session.

Teacher Note: To check if a grade is to be awarded for the task (Authorised Absences) teachers will need to check Compass attendance records. Teachers can access the relevant information following these steps: Student Page > Attendance Tab > Summary > At bottom of page refer to Out of Class section > click on absence boxes to view reason.

Please note: 'Medical Certificate' and 'School Approved Activities' are the only reason considered as an Authorised Absence.

If the absence is an Unauthorised Absence, teachers may allow the student to re-schedule the task (or an alternate task) in order to be eligible to be granted an "S" (Satisfactory) result, however they will NOT be awarded a grade which will affect a student's overall result.

Student Note: VCE students involved in co-curricular activities such as participating in sports teams, coaching, musical performances etc. are expected, unless there are exceptional circumstances, to give priority to their timetabled studies and should endeavour to attend any SAC/SAT assessment tasks.

ATTENDANCE BELOW 90%:

If and when a student's absences are cause for concern (usually when they are close to 90% or less) the classroom teacher is required to make contact with the student's parents. This can be done through Compass or email; if via email, the communication must be logged on Compass. The parent/student may then contact the teacher and arrange redemption classes, if necessary.

Classroom teachers are also encouraged to discuss attendance concerns with the relevant Learning Mentor.

If student attendance is of a major concern and the above process has not been successful, the classroom teacher must phone home (And log phone call on Compass) to have a discussion with parents. If all processes are unsuccessful, the classroom teacher will need to liaise with the relevant Learning Mentor, Head of House or Dean of Students.

ATTENDANCE REDEMPTION PROCESS:

Where a student is at risk of an unsatisfactory unit result due to not meeting minimum attendance requirements students may be able to redeem the unit result through one or more of the following:

- Undertaking make-up sessions at lunchtimes or after school with the classroom teacher.
- During Period 5 and 6 on a Wednesday at the Western Campus and Period 5 and 6 every second Friday at the Eastern Campus. The classroom teacher will need to enrol the student in these sessions and note that this is for an attendance catch-up not a SAC redemption.
- Students at high risk of not meeting attendance requirements may be required to attend student free days. This will be determined by the VCE Coordinator and Dean of Students.

An attendance redemption will need to be recorded on Compass by the teacher supervising the redemption in order to keep accurate records.

Please note: students can only redeem a limited number of classes per semester. This will be capped at 4 periods per class. Students missing more than the maximum number of classes will need to have their unit result reviewed by a VCE panel.

ABSENCE VIA SPECIAL PROVISION:

When a student is absent from school for prolonged periods, or has been unable to complete all assessment tasks because of illness or other special circumstances, the school may **on application from the student** grant Special Provision in relation to absences and school based assessments. In this case the student will not be penalized for lack of attendance.

The Special Provision granted may allow a student to work from home for a period of time. The student and school should complete the application for Special Provision for School-Assessed Coursework and School-Assessed Tasks form and retain this at the school together with the supporting evidence e.g. medical documentation.

APPROVING BEREAVEMENT AND HOLIDAYS:

Bereavement:

Absences related to the bereavement of a member of the student's immediate family are classified as an Authorised Absence. To obtain an approved absence in this circumstance a copy of the funeral notice should be provided to the College.

Holidays:

The College advises that family holidays are not taken during the term whilst a student is undertaking their VCE studies. Holidays are classified as an Unauthorised Absence and will affect student attendance.

Should a holiday be taken during the school term, students should notify the VCE coordinator or Dean of Students prior to the holiday to organise an attendance redemption process and to ensure that core work is kept up to date.

Please note: significant time spent away from school may affect the student's ability to achieve a satisfactory completion of a unit of study.

LATENESS TO SCHOOL AND CLASSES:

Procedures for students and teachers to follow in the case of student lateness to school and classes are as follows:

- Lateness in the morning prior to 9.14am – the student should proceed directly to their Learning Mentor class and the Learning Mentor records student lateness on COMPASS.
- Lateness in the morning after 9.14am – the student should report to the General Office to obtain a late pass. The student then makes their way to class and provides the class teacher with the late pass.
- Lateness to class at other times during the day – Students who are late to classes at other times during the school day (e.g. after recess or lunch) student should report to the General Office to obtain a late pass and will be permitted to enter the class at an appropriate point during the lesson. Teachers will provide their own consequences to those students who are late (e.g. making up the time, detentions etc. in addition to recording the lateness on COMPASS).

LEAVING SCHOOL EARLY:

The College expects that all students will remain at school and on the school premises until such time that they are permitted to leave. This is usually at the completion of the school day at 3.15pm. However, Year 11 and Year 12 students who do not have scheduled classes in the afternoon may leave school after their final scheduled class or at the beginning of lunchtime (whichever is the latter).

Please note:

- Students must sign out at the General Office before leaving school grounds, unless leaving during the scheduled early dismissal on Wednesdays at the Western Campus.
- Students are not permitted to leave if they have a scheduled assembly or other College event.
- Text messages from Parents/Guardians are not an acceptable sign out method.

Students who need to leave school early due to a **medical/dental appointment** should bring an explanatory note from home. This note should be taken to the General Office ASAP to be recorded on COMPASS and to receive an early leaver's pass. At the nominated time of their departure from school, the student should present their early leavers pass to the relevant classroom teacher and may depart College grounds.