



ROWVILLE

SECONDARY COLLEGE

**ROWVILLE
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VCE ATTENDANCE
INFORMATION AND
REQUIREMENTS 2020**

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)
- Attending Specialist medical or dental appointments – please provide a Certificate

ALL CERTIFICATES, REGARDLESS WHETHER YOU HAVE MISSED A SAC OR NOT, MUST BE HANDED TO THE STUDENT SERVICE OFFICE ON THE DAY THAT YOU RETURN TO SCHOOL. IF YOU HAVE MISSED A SAC, PLEASE ENSURE THAT THE CLASS TEACHER SIGNS AND DATES THE CERTIFICATE. THEN TAKE THIS STRAIGHT TO STUDENT SERVICES ON YOUR HOME CAMPUS.

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 undertaking driving lessons 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 substantive breach of class attendance, the student may be awarded "N" for Unit 1 or 2, a "J" for Unit 3 or 4. This means the unit is unable to count towards VCE graduation requirements, nor able to contribute to the calculation of the ATAR.**

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 authorised absences will still effect student attendance, and that the College requires 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 (Amanda Motoki (West) / May Lee (East)) as soon as the student returns to school.

STUDENTS MISSING AN ASSESSMENT TASK (SAC/SAT):

If a student is absent during a SAC/SAT/CAT 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 in the next available relevant SAC Catch-up Session or the setting of a different task that is comparable in scope and demand to the original scheduled Assessment. Grades are awarded for Authorised Absences only. An S/N mark is to be awarded for an Unauthorised Absence, pending the student demonstrating an adequate understanding of the skills and knowledge related to the Outcome.

The process to re-schedule an Assessment 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. The Certificate must be signed and dated by the Classroom Teacher and this copy submitted to the School Student Support Officer at their Home Campus.

Upon returning to School, the student will show the Medical Cert to the relevant classroom teacher who will sign and date it.



The student will then submit the Certificate to the Student Support Officer Amanda Motoki (West); May Lee (East).

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

Process to be followed by the teacher:

- The classroom teacher **MUST** 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 negatively impact the student's grade for that task.
- The teacher must verbally inform the student that they are being enrolled in the session.
- If the student does not attend their SAC Supplementary Session, this issue will escalate to Head of House level, as non-attendance at a SAC may

Teacher Note:

To check if a grade is to be awarded for the task (Authorized 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/CAT 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; all communication with home must be logged on Compass. The parent/student may then contact the teacher and arrange make-up classes, if necessary.

Attendance at:

90% = Classroom Teacher to address the matter with the student / parents &/or guardians



80% = Learning Mentor will raise the matter with the student and their family



Below 80% = VCE Coordinator to action this in consultation with the relevant House Leader. The student will be required to attend SAC Supplementary Sessions to make up time missed due to absences.

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 with VCE Responsibility (Gary Gilbert (West) or Craig McGeehan (East)), or the VCE Coordinator (Simon Ross).

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.
- Attendance 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 Head of House(s).

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 hours per class. Students missing more than the maximum number of classes will need to have their unit result reviewed by a VCE panel. The VCE Panel will comprise of

VCE Coordinator (Simon Ross) & / or Learning Mentor & / or Head of House (Gary Gilbert / Craig McGeehan).

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 adversely affect student progress.

Should a holiday be taken during the school term, students should notify the VCE coordinator prior to the holiday to organise an attendance redemption process and to ensure that core work is kept up to date. Subject teachers will have their Lesson Plans on Compass. Students who miss classes are required to access this work and undertake the set tasks. They must submit this work to the subject teacher when they return to class.

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.
- Students are not permitted to leave the School if they are enrolled in a SAC Supplementary Task.
- 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 Leave Pass to the relevant classroom teacher and may depart College grounds.

STUDY PERIODS:

The College expects that students will undertake study in designated private study areas when they have scheduled Study Periods.

If students arrive late to school or wish to leave early during a Study Period, the usual processes must be followed, including signing in or out through the front office.

Students are not authorized to exit and re-enter the base school during study periods throughout the day.