



Swinburne Senior Secondary College

Attendance Policy

The Attendance Policy for Swinburne Senior Secondary College has been developed in line with the requirements stipulated by the Victorian Curriculum and Assessment Authority (VCAA). Our policy reinforces the importance of regular attendance as a key factor in determining student success in senior schooling.

- At Swinburne Senior SC students are expected to attend and participate in all timetabled classes.
- VCAA policy requires at least 50 hours of class time for each unit during a semester.
- 50 hours per unit equates to an attendance of 85% of **in class time** (this is displayed for each study on Compass School Manager).
- The minimum attendance rate is at least 85% of **in class time**. This figure allows some flexibility around illness or other significant personal circumstance (see below).
- In line with our young adult learning environment and our values of respect, responsibility and commitment, there is a clear expectation that students will take responsibility for their attendance by developing strategies to ensure that they attend classes in line with these requirements.
- The college accepts that students may be absent from class on occasions for the following reasons:
 - Genuine illness
 - Family bereavement
 - Significant personal circumstances

Explanations for absences such as these will be approved by Year Level Managers.

The college expects that students will be punctual. Students who arrive after the first five minutes of class will be marked late. Students who arrive after the first 30 minutes of class will be marked absent for the period.

Lack of punctuality may be taken into account when calculating the number of hours attended during a semester.

Notification of absence

Parents are expected to notify the college on the day of absence. Notification can take the form of a phone call, written note or entry on Compass School Manager.

Attendance at Assessment Tasks

A student who is absent from an assessment task should contact the relevant Year Level Manager on the day of the assessment task.

Students studying VCE Units 3 and 4 must contact the VCE Manager immediately on their return to school with an explanation for the missed School Assessed Coursework (SAC). SAC grades may be withheld from the VCAA until a medical certificate or other supporting

documentation such as a statutory declaration or report from a counsellor is provided to cover the student's absence. The school may verify this documentation with the provider.

Students studying VCE Units 1 and/or 2 must contact their Mentor immediately on their return to school with an explanation for the missed SAC. This explanation should be in the form of a medical certificate, note or email from a parent/guardian.

Completion of a replacement SAC

Timely completion of missed SACs is a matter of equity and facilitates effective teaching and assessment. In order to satisfactorily complete outcomes, students undertaking VCE Units 3 and 4 should immediately contact the relevant teacher/s on return to school following an absence. Arrangements will be made to complete a replacement SAC, usually on the next Wednesday after returning to school. Students who haven't completed a missed SAC within a week of their return to school will be referred to the VCE Manager.

Extension of time to complete a SAT

Students who are unable to complete a School Assessed Task (SAT) by the due date must apply to the VCE Manager **prior to the due date** for an extension of time. A medical certificate or other supporting documentation must be provided. Extensions of up to two weeks from the original due date may be granted.

Special Provision

The purpose of Special Provision is to help students in defined circumstances complete the VCE or VCAL. Although there is no time limit on the period of time allowed for a student to achieve the VCE or VCAL, the granting of Special Provision seeks to help a student complete the requirements in a timeframe comparable to that of his/her peers.

A student may be eligible for Special Provision if, at any time while studying the VCE or VCAL, he/she is adversely affected in a significant way by:

- Illness (physical or psychological)
- Any factors relating to personal environment
- An impairment or disability, including learning disabilities.

The circumstances affecting the student do not include matters or situations of the student's own choosing, for example involvement in social or sporting activities or school events.

Prolonged absence from school or study is not in itself grounds for Special Provision. Special Provision may be applicable for students experiencing severe hardship which may result in prolonged absence.

Students granted Special Provision must still complete all work related to satisfactory completion of the outcomes of a unit. Students absent from school for prolonged periods must still comply with the college's authentication procedures to demonstrate that they have completed the work and that the work is their own.

Students wishing to apply for Special Provision must contact the VCE Manager to complete an application form which will be retained by the school together with supporting evidence.

A plan of action and timeline to support the student will be drawn up and agreed to by all parties. This plan will be overseen by the relevant Year Level Manager.

Responsibilities

College

The college will respond to student absence in the following manner:

- Compass School Manager will show a student's attendance in real time. Students and parents have access 24/7.
- Reminders of the importance of regular attendance will be provided via the college newsletter and at student assemblies.
- Discussion with parents/guardians at Parent/Teacher reporting sessions.
- The Attendance Policy-Requirements and Expectations will be published in the Student Handbook and Diary.
- Mentor teachers will contact parents/guardians if a student has missed two consecutive sessions (equivalent to a week of lessons) in each of their studies.
- Teachers will provide students with guidelines to complete work that has been missed on their return to school. In the case of a missed SAC, students will complete it on the following Wednesday.
- Letters will be sent to parents/guardians of those students who are at risk in terms of their absences.
- Teachers will make appropriate arrangements to complete missed work with students with an **approved attendance of at least 85%** and an **in class attendance rate of between 70 and 84%**.
- Teachers will make arrangements for students to redeem missed classroom time and activities by attending on Wednesdays. This applies for students with an **approved attendance of between 70 and 84%** and an **in class attendance rate of between 70 and 84%**.
- Year Level Managers will manage students with an **in class attendance rate of less than 70%**. These students will be deemed to be at risk of not successfully completing the particular unit of study concerned.

Students

Communication with teachers about absences is very important. Students are expected to speak to their teachers on return to school to discuss the work that was missed. It is the student's responsibility to ensure that their in class attendance does not fall below 85%. When attendance falls below this required amount, students should engage with their teachers as outlined above.

Parents

Parents/guardians are expected to notify the college on the day of absence and required to verify (explain) any absence that is not a school related event within 7 days of the student returning to school. Verification may take the form of a phone call, written note, email or entry on Compass School Manager. If this is not done, then the absence will remain as unapproved. Please note that it is preferable that absences due to illness are supported by a medical certificate. It is important that it is understood that verifying an absence **does not** exclude students from completing any work missed by the student when absent.

Reviewed Annually