



# Swinburne Senior Secondary College

## Student Attendance

### Policy Statement

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The purpose of the student attendance policy is to reinforce regular attendance at school as a key factor in determining student success in senior schooling. In line with the young adult learning environment and our values of respect, responsibility and commitment, the College expects students to take responsibility for attendance and punctuality and develop strategies to participate fully in all timetabled classes.

### Guidelines

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The Attendance Policy has been developed in line with the requirements stipulated by the Victorian Curriculum and Assessment Authority (VCAA).

VCAA policy requires that students attend at least 50 hours of class time for each unit during a semester, this equates to an attendance of 85% of in-class time. The minimum of 85% allows some flexibility around illness, family bereavement or other significant personal circumstances.

The Year Level Managers have overall responsibility for attendance management. Absences related to significant personal circumstances need to be approved by Year Level Managers.

Students are expected to be punctual and as such students who arrive between the first five minutes and 30 minutes of class will be marked late. Students who arrive after the first 30 minutes of class will be marked absent for the period. Punctuality will be taken into account when calculating the number of hours attended during a semester.

Timely completion of assessment requirements is a matter of equity and effective use of teaching time. The college expects students to attend all School Assessment Tasks (SAT) and submit School Assessed Coursework (SAC) on time. All absences from SATs and late submission of SACs require contact with the relevant Year Level Manager and require a medical certificate or other supporting documentation such as a statutory declaration or report from a counsellor.

Special Provision arrangements are in place 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 they are adversely affected in a significant way by illness (physical or psychological); factors relating to personal environment; an impairment or disability including learning disabilities.

### Implementation

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Implementation of the attendance policy is a shared responsibility of the college, students and parents.

## College responsibilities

The College will support student attendance in the following manner:

- Compass School Manager will show a student's attendance in real time. Students and parents/guardians have access to Compass School Manager 24/7.
- Reminders of the importance of regular attendance will be provided via the college newsletter and at student assemblies and through discussion with parents/guardians at Parent/Teacher reporting sessions.
- The Attendance Policy will be published on the College website.
- 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 due to absence on their return to school. In the case of a missed SAT, students will complete it on the following Wednesday unless other arrangements are made.
- The school will advise parents/guardians by letter when a student is at risk in terms of low attendance.
- 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.

## Student responsibilities

It is very important that students communicate with teachers about their attendance. If a student is absent for any reason, it is expected they will discuss work requirements that have been missed with their teachers on return to school. It is the student's responsibility to ensure that in class attendance does not fall below 85%. When attendance falls below this required amount, students should engage with their teachers to arrange to redeem class time on Wednesdays.

Students studying VCE Units 1 and/or 2 who miss a SAC must contact their Mentor immediately on their return to school with an explanation in the form of a medical certificate, note or email from a parent/guardian and/or approval on Compass School Manager.

Students studying VCE Units 3 and 4 who miss a SAC or SAT must contact the VCE Manager immediately on their return to school with an explanation and required documentation. SAC grades may be withheld from the VCAA until a medical certificate or 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.

## Parent responsibilities

Parents/guardians are expected to notify the college on the day of absence and verify 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. Absences are unapproved until verification is received. It is preferable that a medical certificate is provided to support absences due to illness. 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 or alter the requirement to attend 85% of class time.

### **Review**

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This policy will be reviewed every 3 years.

### **Links**

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<http://www.vcaa.vic.edu.au/pages/faqs/vcecurrentstudents.aspx>

<http://www.education.vic.gov.au/school/principals/spag/participation/pages/attendance.aspx>

### **Certification**

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This policy was adopted at the School Council meeting held at Hawthorn on the 18th day of June 2018.

Michael O'Brien

Craig Hickman

Principal

School Council President

***Endorsed by School Council and effective as of: 18 June 2018***