



## **Policy Statement**

### **Swinburne Senior Secondary College Student Attendance**

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**

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. A student will fall below 85% when they have missed 9 or more periods.

The Year Level Managers have overall responsibility for attendance management. Absences related to significant personal circumstances need to be approved by the Wellbeing Department, Year Level Managers, or VCE manager

### **Implementation**

#### **College Responsibilities**

- The Attendance Policy will be published on the College website.
- Students and parents will be notified of the attendance requirements during enrolment interviews.
- Compass School Manager will show a student's attendance in real time. Students and parents/guardians have access to Compass School Manager 24/7.
- At each progress report cycle Year level Managers will run an attendance report to identify students who are struggling to reach the attendance requirement.
- Parents / Carers and students will be informed when attendance issues are identified

#### **Absences**

- If a student misses 8 periods for a subject, they and their parents will be notified that they have reached the limit for the semester (and that the student will need to complete redemption in order to satisfy the VCE attendance requirement)
- Year level Managers will contact parents and students if students have fallen below 85% or 70% at each progress report. This will be an SSG and can be virtual or in person.
- Students and parents will also be informed that they will be removed from the class if their attendance falls below 70% (16 classes). This may then impact students' ability to complete a VCE over the normal 2 year period.



### **Remote Learning Attendance**

- Students are expected to maintain attendance during periods of remote learning in the same manner as for face-to-face learning.
- Attendance during remote classes is typically demonstrated by:
  - Attendance at Google Meets
  - Regular and demonstrable engagement with classwork
- Reasonable allowances will be made for students who have difficulty attending online classes during this time.

### **Redemption**

- Students may complete redemptions in order to maintain the minimum attendance requirement. Redemption sessions must be organised with the classroom teacher and can only take place within the College.
- Students with an attendance between 70% (missed 16 periods) and 84% (missed 8 periods) are required to complete redemption classes in order to make up for the time they have missed.
- Redemptions for missed classes must take place within two weeks of the original absence, unless a reasonable explanation can be provided.
- When completing redemption, the student is responsible for checking with the teacher at the start of the redemption time in order to agree on the work that is to be completed. The student must then see the teacher at the conclusion of the redemption session in order to have their work checked. Should the student fail to report back to the teacher or not have completed sufficient work, the redemption will not be recorded.
- Teachers will indicate in Compass Chronicle when a student has completed a redemption. Redemptions are recorded separately from attendance and will not alter the student's in-class attendance on Compass.
- Students can complete a maximum of 8 periods of redemption for each subject per semester. Students can seek extra help beyond this cap, but it will not qualify towards redeeming attendance.

### **Special Provision**

- Special Provision arrangements can be put in place to assist students in defined circumstances to complete the VCE or VCAL. Further information is available through the Wellbeing Department.
- 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.
- An application for Special Provision may lead to a reduction in a student's attendance requirement.
- Students wishing to apply for Special Provision are required to schedule a meeting with a member of the Wellbeing department. In order to qualify for Special



Provision they will need to supply supporting documentation such as a medical diagnosis or a recommendation from a Psychologist/Psychiatrist.

- Students should apply for Special Provision before their attendance falls below 16 periods (70%). Failure to do so may result in being denied Special Provision arrangements.

### **Bell Times - Absences & Lateness**

- Before each class a 5 minute warning bell will sound telling students to make their way to class. The second bell will sound to mark the start of class.
- Students are expected to be punctual and as such students who arrive after the second bell will be marked late.
- Students who arrive after the first 15 minutes of class will be marked absent for the first period (each class is made up of two periods).
- Punctuality will be taken into account when calculating the number of hours attended during a semester.

### **Absences and SACs**

- The college expects students to attend all School Assessed Coursework (SAC) and submit School Assessment Tasks (SAT) on time.
- If a student is absent from a Year 12 SAC, it will not be scored unless the VCE Manager has been supplied with a medical certificate. If the absence has been caused by a bereavement, then an email from the parent to the subject teacher and mentor will be sufficient.
- SAC grades may be withheld from the VCAA until a medical certificate or supporting documentation is provided to cover the student's absence. The school may verify this documentation with the provider.
- In Year 11, the SAC will not be scored until the medical certificate is supplied to the subject teacher. If the absence has been caused by a bereavement, then an email from the parent to the subject teacher and mentor will be sufficient.

### **Removal from Class (cancellation of subject enrollment)**

- Year Level Managers will advise parents/guardians via both email and a phone call that a student has missed 16 classes and will be removed from the subject.
- After notifying parents, the Year Level Managers will remove students from the class.
- Students who have been removed from a class will be required to have a **support meeting** to help put in place a structure to help students pass the rest of the units and help with future direction.
  - This could involve
    - Study support
    - Focusing on 1-2 subjects for the rest of the semester
    - A meeting with the Careers advisor

### **Student Responsibilities**



- 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%.
- If a student arrives late to class, they should check with the teacher to ensure that they have been marked as attending.
- Students should engage with their teachers to redeem class time (usually on Wednesdays).
- Students studying VCE Units 1 or 2 who miss a SAC must contact their subject teacher with an explanation in the form of a medical certificate.
- 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 the required documentation.
- If a student is removed from a subject they are expected to spend the time studying to ensure success in their other subjects. It is highly advised that during this time they engage with Study Support.

### **Parent Responsibilities**

- Parents/guardians are expected to notify the college on the day of an absence and verify any absence that is not school related on the day of the absence (where possible).
- Ideally notifications would be recorded into Compass under Absences/Notes and Approvals. If it is not possible to enter it into Compass, notification may take the form of a phone call, written note or email to the Year level Manager or Mentor. Absences are unapproved until verification is received. It is preferable that a medical certificate is provided to support absences due to illness.
- A medical certificate needs to be provided to explain absences for a SAC for health matters. Without a medical certificate the SAC will not be scored. An email from the parent is sufficient for a bereavement.
- 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.
- Parents/guardians should monitor student absences to ensure they do not fall below 85%.

Principal

Daryl Bennett