



Primary Only	Secondary Only	Combined Policy
Both Campuses	<i>Taylor's Hill Only</i>	<i>Mernda only</i>
Policy Type: Academic		

RATIONALE

The Academic Attendance Policy caters for the occasions when families choose to be away during the academic term and assessment tasks are impacted. Student absence from assessments is dealt with consistently and fairly whilst maintaining a high academic standard at all times. Parents and students must understand that there may be an academic consequence for absences from school, excursions and camps.

IMPLEMENTATION

1. Student/parents who request permission for time away from school, excursions and camps must be provided with a copy of this Policy and made aware that long absence from school may negatively impact the student's grades.
2. This policy will be communicated to parents via the newsletter and the website, and simplified copies kept at Reception. See attached.
3. Teachers are not to be burdened with extra work due to student absences.
4. Teachers are not obliged to, but at their discretion may, provide extra work for the student during their absence.
5. Students who are absent during assessments are never to be advantaged for their absence and students who are present during assessments are never to be disadvantaged.
6. Families of VCE/VET/VCAL students will be reminded that the VCAA requires a 90% attendance and an extended absence is likely to result in the non-completion of their course.
7. Families which are planning to be absent from school for an extended period must notify the College in writing at least one (1) term in advance.
8. It is the student's responsibility to communicate with teachers regarding work that has been or will be missed and complete that work. Some extra time may be provided for this purpose, at the teacher's discretion.
9. Absent students will be assessed on all the material covered by the rest of the class.
10. Where authorised absences take place during major assessments the College will endeavour to accurately reflect the student's academic learning in reports.
11. The College will contact parents regarding student absences.

VCE/VET/VCAL Expectations

12. Students are expected to attend all classes.
13. A student must achieve a 90% attendance record to satisfy the course requirements.
14. Additional VCAL expectations are that students are expected to attend all time tabled classes, VET and work placements.

15. Students should not arrange scheduled work placement during timetabled class time. Any absences may lead to an inability to authenticate work. Failure to attend a minimum of 90% of lessons for a subject may result in an unsatisfactory result.
16. Consistent lateness will result in a parent meeting.
17. Attendance at your VET school and work placement is compulsory. If you are going to be absent for any reason you must notify the VET school or your employer and VCAL Coordinator before 8.00am in the morning.

VCE/VET/VCAL Consequences

18. Students who do not meet the 90% attendance, may be awarded an 'N' result for the unit.
19. If this occurs the student will be interviewed by the Academic Head or the Head of Secondary and the details will be discussed with the Academic Committee and a recommendation as to the most appropriate course of action.

Types of Absences

20. Approved
 - Illness with medical certificate;
 - Serious family/personal issues (supported with relevant documentation);
 - College approved activities such as excursions, camps, sport, work placements.
21. Unapproved
 - All other absences.
22. Excessive approved absences may count against the 90% attendance requirement;
23. Extended approved absences may still result in non-satisfactory completion of a unit, e.g. extended absences due to long periods of illness or travel.

This policy was shared with Taylors Hill staff Oct 2019

This policy was shared with Mernda staff Oct 2019

This policy was checked by ADCOM Sep 2019

This policy was ratified by the College Council Sep 2019

This policy was updated Aug 2019

This policy is due for review by 2022