

# Attendance VCE & VCAL

## Rationale

It is a requirement that students attend all timetabled classes so that teaching and learning opportunities are maximised. Attendance in class provides opportunities for student work to be authenticated by teachers. Work which cannot be authenticated will not be accepted for assessment.

VCE and VCAL requirements are set externally and teachers must comply with these rules. The VCE comprises three components: assessed work, completion of outcomes to a satisfactory standard and attendance. VCAL requires the completion of outcomes to a satisfactory standard and attendance.

The VCAA has stated that *“where a student has completed work but there has been a substantive breach of class attendance, the student may be awarded an N”*.

## VCE & VCAL Attendance rules

- All absences must be explained by parents
- A student absent from classes for part of a day must sign in or out at the Senior School.
- A medical certificate must be provided for any absence of three or more consecutive days

## Approved Absences

Approved absences are defined as follows:

- Any absence supported by a medical certificate
- Any absence due to family/welfare circumstances supported by the learning team leader, later year’s coordinators, principal class or welfare staff. E.g. funeral, family holiday, family illness
- Any absence to attend an approved educational activity like sports, excursions, camps, tertiary information seminar

It is a student’s responsibility to ascertain what work has been missed, to obtain any handouts and to complete the required work as soon as possible after an absence.

It is the student’s responsibility to provide teachers with suitable evidence related to absences. Students should keep any notes, medical certificates and approved absence slips in their planner. These must be shown to the class teacher and home group teacher within three school days of the absence.

## Redemption of absences

Students are required to redeem absences for each unit. Approved absences do not require redemption. However unexplained and parent explained absences are subject to redemption as follows:

- Students can have up to and including 6 parent explained absences per unit per semester without the need for redemption.
- Students with 7 to 12 parent explained absences per unit per semester are eligible for redemption.

- Students with more than 12 parent explained absences per unit per semester automatically fail the unit.

Redemption classes will be run on two Saturday mornings in Term 2 and Term 4 from 9:00am to 12:45pm and students are required to wear full school uniform. Students are required to complete schoolwork during this time. No other redemption classes will be held outside of these times.

For each period to be redeemed, 45 minutes must be spent in redemption classes. Students will be able to redeem absences only once for any one unit. The teacher in charge of the redemption class will inform the relevant learning team leader/coordinator who will inform the class teacher when a student has completed their redemption class.

Students who fail to complete the required redemption or have more than 12 parent explained absences will fail that unit. This will be indicated on the report with at least one outcome fail for that unit.

### **Late Arrivals**

All students who arrive late to school must have a note signed by the parent/guardian and sign in at the Careers office before going to class.

### **Class Attendance**

- Students present at school must attend all timetabled classes. Failure to do so will result in an after school detention of an equivalent length of time.
- Absences due to an approved school activity (sport, excursion) will be monitored within the school attendance system. Such absences do not count towards the total of missed classes. Students should inform class teachers of any known future commitments of this type.

### **Period 0**

Some Year 11 classes will be held before school so students undertaking VET or other TAFE courses do not miss classes on Wednesday. A few Year 12 classes may also be scheduled before school. Period 0 classes will commence at 8:00am and continue until the warning bell. Attendance at classes is compulsory and part of the attendance requirements.

### **Extended Absence**

An extended absence due to illness is covered under Special Provision arrangements.

### **Missed Work**

It is the student's responsibility to ascertain what work has been missed, to obtain any handouts and complete the required work.