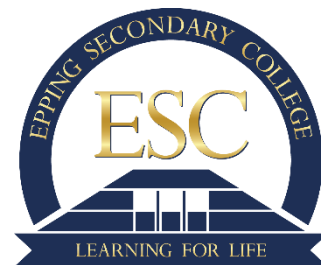# EPPING SECONDARY COLLEGE
# VCE Attendance Policy Procedures

*Students need to be in class in order to learn the necessary skills and knowledge to satisfy the outcomes of each unit. As learning is sequential, it is imperative that students attend all classes.*

*Teachers need to be able to demonstrate that students have met outcomes through completion of work in class in order that it is verified and authenticated.*

- VCE/VETis/VCAL students are required to maintain an attendance rate of 90% for each unit.
- Reasons for absences fall into two groups, Approved and Unapproved. For each unit this means:
- No more than 10% of classes can be missed for unapproved reasons and no more than a total of 20% of classes can be missed for any reason. The number of periods and the Approved and Unapproved absences are listed below.
- Students may be awarded 'N' for a unit if attendance falls below this level.

| Program | Unapproved absences | Total absences |
|---|---|---|
| Year 11 VCE | 5 periods | 10 periods |
| Year 12 VCE | 5 periods | 10 periods |
| VCAL | 5 periods | 10 periods |
| VETis | 2 periods | 4 periods |

- In the event of a student exceeding the permissible absence rate, there will be an enrolment review between the Senior Years Achievement and Engagement Co-ordinator and Year Level Co-ordinator and the student. The outcome of this review could be that a student may:
  - Have to withdraw from a unit.
  - Be permitted to apply for consideration of disadvantage on grounds of illness or other hardships.
  - Be permitted to redeem attendance on Tuesday's and Thursday's after school or on Saturday's after completing the "Redeeming of Attendance" form and with the agreement of the Senior Years Achievement and Engagement Co-ordinator and Year level Co-ordinator. The possibility of make-up classes is not automatic, especially if a student has not made sufficient effort to improve attendance."

| Approved reasons for absence | Unapproved reasons for absence |
|---|---|
| Illness – *medical certificate* | Driving lessons |
| Funeral – *notice from paper and note from home* | Personal issues (without further explanation) |
| Job interview – *letter from employer* | Family commitments |
| Medical/dental appointments (which cannot be arranged out of class time) – *medical certificate* | SAC / SAT preparation or completion of work due in other subjects |
| Court appointments and counselling – *letter from the court* | Part time work commitments s |
| College/State/National representation in sport – *if outside school, letter from coach* | Sleeping in or missing the bus Car or bike breakdown |
| License testing (one attempt only) - *receipt* | Supporting upset friends or timetable mix-ups |
| Year 12 Examinations | Centrelink appointments |

# EPPING SECONDARY COLLEGE
## VCE Attendance Policy Procedures

## Student Responsibilities

- Attend all timetabled classes and arrive on time
- Sign in with Later Years Attendance Officer and provide written explanation if late for school
- If leaving early, a written note must be shown to Later Years Attendance Officer before signing out
- Discuss with each teacher procedures for catching up on work missed through lateness or absence
- Report to the Sick Bay if ill or injured
- Students should not contact parents directly or leave without signing out
- Remain on College grounds all day until dismissed
- A medical certificate is required for absences in excess of three school days, or if a VCE SAC or due date for a SAT has been missed
- Documents explaining absences will be accepted for up to five school days after your return to school. After this time absences will remain unapproved.

## Parent/Carer Responsibilities

- Ensure that their son / daughter attends and is punctual each school day
- Notify the school (preferably in advance) if their son/daughter is to be absent
- Provide evidence of legitimate absences to the school for each student absence
- Understand that it is the school's prerogative to determine the legitimacy of any explanation
- Contact the school if their son/daughter refuses to attend
- Arrange doctor and dentist appointments out of school hours
- Do not allow their son/daughter to stay at home for minor reasons

Student Name: ………………………………………………………………………………….

Student signature: ………………………………………………………………………….

Parent signature: ………………………………………………………………………….

Date: ………………………………………………………………………….