

ATTENDANCE POLICY FOR SENIOR STUDENTS

YEARS 10-12

(VCE; VCE VM; ALP and VPC Students)

General requirements

- Parents are legally required to ensure their child attends school every day and to provide an explanation for their child's absence from school unless an exemption from attendance has been granted or an exception to their attendance applies. **It is compulsory for all children aged 6-17 years of age to attend school.**
- VCE, VCE VM; ALP and VPC students are expected to attend all scheduled classes, excursions and assemblies and be punctual at all times.
- **For absences of 1 day** - A note from a parent or guardian must be handed to Senior Administration Office upon return to school. All VET absences must be supported by a medical documentation or a Statutory Declaration.
- A published list of dates for SACs and SATs is provided to all students enrolled in a Unit 1 and 2 or Unit 3 and 4 sequence close to the beginning of each semester. Students enrolled in VCE units will also be advised of SAC and SAT dates by their unit teacher. The SAC calendar is also published on the College website.
- **A grade of zero will be awarded to SACs and SATs when absences due to illness are not supported by a medical certificate or a Statutory Declaration.**

When is a medical certificate required?

- **For absences of 2 or more days** - students MUST provide medical documentation or a Statutory Declaration to Senior Administration Office upon return to school.
- For absences from School Assessed Coursework (SACs) or a School Assessed Tasks (SATs) - students MUST provide medical documentation or a Statutory Declaration to Senior Administration Office upon return to school.
- For ANY absence from VET courses - students MUST provide medical documentation or a Statutory Declaration to Senior Administration Office upon return to school.

Please note : Subject teachers will check that, where an absence requires medical documentation or a Statutory Declaration, that these have been provided to the Senior Administration Office upon the students return. A check on SIMON will also show this documentation has been provided.

Unauthorised absences

- After three unauthorised absences from school or class:
 - a parent/guardian will be contacted by the House Coordinator to determine the consequences;
 - students will receive an N-Pending (Absent from class) informing parents/guardians that they are in danger of failing a unit or units;
 - a decision to award an S or N for a unit will then be made on a case by case basis and based solely on attendance in class.
- If a student continues to be absent from scheduled classes, due to unauthorised absences, the student's place at Padua College will be placed under review.