



FOUNTAIN GATE
SECONDARY COLLEGE

2017-19 VCE ATTENDANCE POLICY

VCE Attendance Policy

Rationale:

Fountain Gate Secondary College believes that in order to maximise students' potential and achievement in the VCE, students must be punctual and attend all timetabled classes.

In accordance with the Victorian Curriculum Assessment Authority (VCAA) requirements, Fountain Gate Secondary College believes students should attend all timetabled and pre-arranged classes. We believe that this will allow students sufficient class time to successfully complete set class work, School Assessed Tasks (SAT's) and School Assessed Coursework (SAC's).

Student attendance/absence falls under the following main categories in accordance with VCAA: Not Present (school explained), Not Present (parent explained), Not Present (unexplained). In addition to these categories, the attendance will either be documented as 'VCE compliant', or not. In order for the absence to be 'VCE Compliant' certain legal documentation including original Medical Certificate, funeral notice or court notice needs to be provided. The following policy will outline everything you need to know in regards to VCE Attendance.

Aim:

- To maximise student learning opportunities and outcomes by ensuring that all students completing a VCE program at Fountain Gate Secondary College attend school regularly and attend all timetabled classes within the day.
- That all students are treated fairly and in a consistent manner allowing equal opportunities of teaching and learning time.
- To ensure that all work can be authenticated, and that no student is given an unfair advantage or disadvantage when completing assessment items i.e. SAT or SAC tasks.

Implementation:

- All students enrolled in a VCE program in Senior School are required to attend school unless reasonable and valid grounds exist for them to be absent.
- Students must attend a minimum 90% of their timetabled classes including Study Hall periods, Period 0 and Period 7 (if applicable).
- Students must arrive to class on-time. If students are late, the amount of time late will be recorded as absence. If a total of 59 minutes of lateness is recorded over the unit of work, this will count as one period per 59 minutes missed and it will be counted as part of the attendance percentage.
- Parents/Guardians of students who are absent are required to telephone or email the school before 10.00am to report the absence. Parental approval notes are recorded as Not Present (parent explained), but are not listed as 'VCE Compliant'. Therefore, it is not an approved absence and will count towards unapproved attendance.
- Students who are absent due to illness must provide an original medical certificate (not scanned or emailed) within 48 hours of their return to school (normal school day, no formal assessment). This must be presented to the Attendance Officer who will sign, date and stamp the student's planner. Students without the relevant stamp in their planner, do not have proof that they have submitted a medical certificate. Absence with a medical certificate is recorded as 'VCE Compliant' absence. Medical certificates cannot be backdated. Students who are

absent from a formal assessment i.e. SAC or SAT (due date), must adhere to a 24-hour timeline. Further details below.

- Students who aggregate more than 10% inadequately explained absences i.e. without an appropriate reason (e.g. illness, court attendance, funeral) and acceptable evidence (e.g. original medical certificate, court notice, funeral notice), will be recorded as not completing their units of study, resulting in an “N” (Not Satisfactory completion) being allocated for the unit affected, even when the required work has been completed. Statutory declarations are not accepted as sufficient evidence for missing a formal assessment.
- **Students are expected to attend a minimum of 90% of timetabled classes and are to miss no more than 10 periods per study per unit.**
- At the discretion of the Principal, Assistant Principal, or Head of Senior School, there may be unique situations where attendance is approved without the above supporting documents.
- All double lessons will count as 2 periods in attendance calculations. At no point in time will students be able to "make up" unexplained absence time.
- Teachers, Sub School members and the college Attendance Officer will aim to keep students informed when their attendance is becoming a concern. However, **it is ultimately the responsibility of the students and parents to monitor attendance via Compass.**
- Family holidays, extended family travel overseas and planned absence are not accepted during VCE studies and will be recorded as unapproved absence.
- Students in a VCE program must supply medical certificates or acceptable evidence if they are **absent from a SAC within 24 hours upon returning to school. Backdated medical certificates will not be accepted.** The SAC, where possible, should be completed within a week of returning, at an agreed time between the teacher and the student. The student/s may be required to complete an alternative SAC, and must be prepared to complete the SAC the day they return to school.
- If a student misses a SAC and is not able to provide the required evidence, or attend an alternative time in the case of a missed SAC or SAC Redemption due to absence, they will receive an “N”, indicating a “Not Satisfactory” completion for the outcome, and consequently the overall unit.
- It is the student’s responsibility to catch up on any work missed as a result of an absence/s and should be done as soon as they return to school. The student should discuss work missed with the subject teacher and negotiate how to catch up. Any student whose extra-curricular activities are impinging on their ability to complete the SACs, will be interviewed by the Head of Senior School/Student Manager.
- School-based extra-curricular activities which will cause a student to miss class, are cases where students must obtain permission to attend from their regular teacher before the activity occurs. A SAC should take precedence over any other school activity. These lessons are listed as Not Present: School Explained and as such are not considered in the calculation of attendance. However, on rare occasions, School Sport or external programs (e.g. Australia Day Study Tour) are set for dates which may clash with SACs for individual students. In these cases, under negotiation with the Sub School Leader and Subject Teacher, the student will complete the task at an alternate time. Students who attend meetings, counselling sessions or are out of class but with permission, must ensure they communicate with the Head of Senior School and Senior School Attendance Officer, to ensure their attendance has been approved.
- Students who need to leave school early must provide a parent/guardian note, and where possible, evidence of the appointment. The students then must see one of the Sub School members and/or the Attendance Officer before they sign out at the front office. The student must have a signed note by the parent, and student manager before exiting the school grounds. This is not ‘VCE compliant’ and will count as unapproved absence.
- As mentioned previously, it is the Student and Parent's responsibility to track their student attendance via Compass. The VCE Attendance officer will endeavour to support students in the monitoring of their attendance. However, the responsibility falls on the student to ensure they **do not miss more than 10 periods per subject, per unit.**



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