

# Students Attendance Policy

## Rationale

In order to maximise student achievement and outcomes, Ballarat Clarendon College requires students to be punctual and attend all classes with appropriate materials and set preparation completed so that teaching and learning can be effective.

## Attendance Requirements

### VCE

VCE students must attend a minimum of 90% of scheduled class time for each VCE unit. Students who do not attend at least 90% of scheduled classes will receive an N for the unit. A VCE student's absence from class will be deemed either an approved absence or an unapproved absence. Approved absences will not count as a missed class.

### Prep to Year 10

Students must attend a minimum of 85% of scheduled class time for each unit. Students who do not attend at least 85% of scheduled classes will receive an N for the unit. A student's absence from class will be deemed either an approved absence or an unapproved absence. Approved absences will not count as a missed class.

## Approved absences

- Are those covered by a medical certificate or bereavement
- Are those in relation to the student's participation in another aspect of the college's educational program (such as sport, music, excursion or camp)

## Unapproved absences include

- Absences covered by a parent or guardian note, but without a medical certificate
- Holidays taken during school time
- An absence from a whole school activity



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## Reporting absences

Attendance data for students is available in real time via Synergetic. House Teachers/Learning Mentors/Home Room Teachers can log onto the system to check.

When a student has an unexplained absence for 2 consecutive days, the House Teacher/Learning Mentor/Home Room Teacher will contact parents to check the student's welfare.

Heads of School review attendance figures by running a Synergetic query once a term.

Should a student accumulate significant unapproved absences in any unit Head of School may convene a meeting with the student and the student's parents or guardians

Failure to reduce unapproved absences will result in an at risk letter being issued.

Where a student fails to meet the attendance requirements over a number of units, they will be required to appear before the Head of School or Principal where their enrolment at Ballarat Clarendon College will be reviewed.

A student who is not meeting the required standards academically and is at risk for attendance may be excluded from extra-curricular activities such as sport and music.

## Study Periods

- Students are required to remain on college grounds between their first and last scheduled classes
- Students are not to leave college premises at any time during the day
- Study periods may be spent in: the senior school study center, the library (study space only) and the cafeteria.
- Students are required to sign in during study periods in either the Senior School Centre of the Library.

## Consequences

House Teacher will have discussions with the student who fail to sign in or leave campus, and make contact in writing or over the phone with the parents.

First Offence: One detention

Second Offence: Two Detentions

Third Offence: Sign in sheet in senior school office for all study periods for two weeks

Further offences may result in; parent meetings, official warnings and suspensions.

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## International Students

If an international student is failing to meet the requirements of attendance, then the College must give the international student a written notice as soon as practicable which:

- notifies the international student that the registered provider intends to report the international student for unsatisfactory course progress or unsatisfactory course attendance
- informs the international student of the reasons for the intention to report
- advises the international student of their right to access the school's complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.



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