

Student 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

Approved absences are those

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

Unapproved absences include

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- absences covered by a parent or guardian note, but without a medical certificate;
- holidays taken during school time; and
- an absence from a whole school activity.

Reporting absences

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

When a student has an unexplained absence for two 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, a 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.



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Where a student fails to meet the attendance requirements over a number of units, they will be required to meet with the Head of School or Principal and 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 school grounds between their first and last scheduled classes.
- Students are not to leave school premises at any time during the day.
- Study periods may be spent in the Senior School study area, the Library (study space only), the Nine10 study area and Café College.
- Students are required to sign-in during study periods in either the Senior School or the Library.

Consequences

The House Teacher will have discussions with students who fail to sign-in or leave campus. House Teachers will also make contact in writing or by telephone with the parents.

On the first occasion that a student fails to sign-in a detention will be given. The second occasion will incur two detentions. On the third occasion, an individual sign-in sheet will be established in the Senior School office where the student must sign-in every study period for two weeks.

Further failures to sign-in may result in parent meetings, official warning and suspension.

International Students

If an international student is failing to meet the requirements of attendance, then Clarendon 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; and
- 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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