



Attendance Policy and Procedures

To be read in conjunction with the **Bendigo Senior Secondary College Assessment Policy** and the **DET School Attendance Guidelines**.

1. Purpose

The purpose of the policy is to ensure that all attendance procedures are implemented in a fair and consistent manner.

2. Expectations

2.1 Students are expected to maintain a satisfactory commitment to all units in which they are enrolled. This includes VCE classes, VET classes, VCAL classes, Study Centre, Literacy Support programs, Work Placements, Assemblies, Advisor meetings and interviews.

2.2 College hours are 9.00am – 3.35pm, Monday to Friday and students are expected to be available at any time during these hours, if needed. Full attendance and punctuality is required at all timetabled classes (including Study Centre), Assemblies, Advisor meetings and compulsory activities.

2.3 The National Youth Participation Requirement stipulates that all young people under the age of 17 must participate in a school or an approved equivalent until they complete Year 10. If they have completed Year 10 and are no longer enrolled in education, they must participate in full-time (at least 25 hours per week) employment and/or further education and training until they reach 17 years of age.

2.4 The Victorian Curriculum Assessment Authority (VCAA) stipulates that a student must attend sufficient class time to complete work. If a student has completed work, but there has been a substantial breach of the school's attendance policy, the school may be unable to authenticate the student's work across the outcome.

2.5 If a student is not attending a particular class or classes and, despite various college interventions, they are still not attending, the student may be withdrawn from the Unit(s). Failure to complete an adequate number of units in one year, may result in the student not being able to automatically progress to the higher year level the following year (eg. Yr 11 → Yr 12, Intermediate VCAL → Senior VCAL).

2.6 Students are not required at the college until their first class, Assembly or Advisor meeting of the day. They may leave after their last class, Assembly or Advisor meeting, however all students are strongly encouraged to use their study periods effectively. During recess and lunch students are allowed to leave the college grounds for personal business, provided they are back in time for their next class.

2.7 Staff at Bendigo Senior Secondary College will make every attempt to ensure that students remain enrolled at the college until certificate completion or that they exit to a sustainable destination.

Dated: December 2021

Person Responsible: Assistant Principal – Engagement and Wellbeing

Endorsed by College Council: Not required

Review: Every 4 years

Bendigo Senior Secondary College: Department of Education & Training CRICOS Provider Code: 00861K

3. Procedures

3.1 Roll marking

3.1.1 Timely roll marking

Rolls will be marked on Compass on a period-by-period basis by classroom teachers. Teachers should attempt to mark their roll in the first 10 minutes of class. At the latest, all rolls should be processed before 5.30pm each weekday. It is a professional obligation that this requirement is met.

3.1.2 Lateness to class

Students arriving within five minutes of the beginning of a lesson will be marked "Present" on Compass. Students who arrive more than five minutes late to a class will be marked "Late" and their arrival time will be recorded on Compass. Only when students arrive in the last 10 minutes of a period will they be marked "Not Present" for that period.

3.1.3 Approved and unapproved reasons for absences

The following are approved reasons for absences:

- Illness – with provision of a medical certificate, where possible;
- Funeral;
- Job interview;
- Medical/dental/Centrelink appointments (which cannot be arranged out of class time) – please supply an appointment card, receipt, etc;
- Court appearance/court counselling;
- Sport – College/State/National representation;
- Licence testing (not lessons).

The following are unapproved reasons for absences:

- Driving lessons;
- Personal issues (without further explanation);
- Personal appointments (without further explanation);
- Family matters/commitments (without further explanation);
- Preparing for presentation/debutant balls;
- Shopping;
- Chronic car or bike breakdown;
- Sleeping in or missing the bus;
- SAC/SAT preparation or completion of work for other classes;
- Part time work commitments;
- Supporting an upset friend (without further explanation);
- Timetable mix ups;
- Extension of holidays (unless a student has made an application for an extended absence approval with their Student Engagement Coordinator prior to the extended absence, and completed the work set by teachers).

3.2 Absence follow up

3.2.1 Absence follow up by parents/carers

3.2.1.1 Notification of absences

When a student is absent from class, parents/carers are required to notify the college, preferably in advance. Parents/carers can notify the college in any of the following ways (in preference order):

- Notify the college through the Compass information portal
- Notify the college absence line on 5442 7416 as soon as they become aware of the absence (available 24 hours, 7 days);
- Provide a written explanation upon the student's immediate return to the college.

If, following contact by the college, no explanation has been provided within 10 school days, the absence will be recorded as an unapproved absence and also be noted in the student's file. Direct parent/carer contact with a Student Engagement Officer or Student Engagement Coordinator must be made to approve an absence that occurred more than 10 days prior.

3.2.1.2 Documentation to support absences

A medical certificate is required for absences in excess of three consecutive school days, or for ongoing absences due to illness. A Student Engagement Officer or Student Engagement Coordinator will request medical certificates or other documentation to support absences where a student is at risk of not meeting the attendance requirements set by the VCAA. Parents/carers should communicate with the appropriate Student Engagement Coordinator when a student is likely to have significant absences, to ensure the appropriate support is made available. It is the responsibility of the student and parent/carer to provide evidence of legitimate absences. It is the college's prerogative to determine the legitimacy of any explanation.

3.2.1.3 Independent students and Mature Minors

Students who are deemed independent by Centrelink will be deemed independent by the college. Other students may be deemed Mature Minors, given they meet the Mature Minor criteria, as stipulated by the DET. Independent students and Mature Minors are responsible for notifying the college in the event of an absence and provide supporting documentation, where appropriate.

3.2.2 Absence follow up by the college

3.2.2.1 Notification of absences

3.2.2.1.1 No reasonable excuse provided

If a parent has not provided a reasonable excuse, the school will notify the parent via the Compass portal that the absences have been recorded as such.

In the statement on the Compass portal, the parent will be informed that providing no reasonable excuse means:

- they may not have met their obligations under the *Education and Training Reform Act 2006*.
- an accumulation of these absences could lead to a School Attendance Notice from a School Attendance Officer
- failure to comply with the School Attendance Notice may result in the issue of an Infringement Notice.

3.2.2.1.2 Automatic trigger: SMS sent to parent/carer mobile at 5.45pm informing of the absence/s that occurred that day. The message requests that parent accesses Compass to provide an explanation for the absence.

3.2.2.1.3 Student Engagement Officer and/or Student Engagement Coordinator interventions: where a student is not maintaining a minimum 80% attendance requirement and/or is at risk of not passing a Unit due to a failure to meet academic requirements, a Student Engagement Officer (SEO) or Student Engagement Coordinator (SEC) will

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make contact with the parent/carer to discuss various support strategies that can be implemented to support the student to attend classes. These strategies can include, but are not limited to, enrolment in a Catch Up and/or Redemption class, the support of Wellbeing, Careers or Pathways staff, or a change/reduction in the student's program. Where the implementation of these strategies does not result in the student's attendance rate improving, the parent/carer and student will be required to attend a meeting with the SEC where further support strategies will be negotiated and implemented. If the student's attendance does not improve after this intervention, the student may be withdrawn or receive an N from the Unit/s.

3.2.3 If whereabouts of a student is unknown

If, from multiple attempts to contact a parent, it becomes apparent that a student will not be returning to the college, the principal or principal's representative may make a referral to a DET School Attendance Officer if:

- no alternative education destination can be found for the student, and
- the student has been absent for **10 consecutive school days**.

In the referral form, the college will provide information of all attempts to contact the parents, student and emergency contacts and any information obtained. Written records will also be kept of all communication attempts.

The DET School Attendance Officer will:

- enact procedures to locate the student, and
- send a School Attendance Notice if the student cannot be located at another registered school or training provider.

Until notification from the DET School Attendance Officer is received, the college will continue to record the absences for that student as unapproved and advise the DET School Attendance Officer if they receive any information about the whereabouts of the student.

When a resolution is reached (e.g. student located, a response to a School Attendance Notice gives additional information, or no response is received to a School Attendance Notice), the DET School Attendance Officer will notify the school to do one or more of the following:

- complete a transfer or exit process for the student, and provide an exit destination record
- amend the attendance record for the time the student has not been attending, so the absences do not count towards the school's absences, from a date specified by the DET School Attendance Officer
- maintain the student's enrolment at the school and amend the attendance records for the time the student was not attending to reflect the actual reason for the absence
- implement a Return to School Plan for the student.

3.3 Reporting of 'N' based on attendance

3.3.1 At risk of N

Classroom teachers are encouraged to always indicate on Compass and progress reports where a student is at risk of not passing a unit due to poor attendance and therefore are failing to be working towards meeting Outcomes/competencies, and/or the teacher is concerned that they will be unable to authenticate the student's work.

3.3.2.1 Reporting of N on Semester reports for VCE units

Determining whether a student passes or fails a VCAA VCE unit credit overall will be based on whether they have been able to demonstrate that they have satisfactorily met all Outcomes of the Unit (as outlined in the Study Design), through a 'portfolio of evidence'. A portfolio of evidence includes performance on SACs, SATs, ELAs and exams, as well as classwork, homework and a student's contribution to class discussions. It will be difficult for a student to be able to demonstrate that they have the key skills and knowledge, and for a teacher to be able to authenticate work, where a student has had poor attendance in class.

3.3.2.2 Reporting of N on Semester reports for VET units

Determining whether a student passes or fails a VCAA VET unit credit overall will be based on whether they have been able to demonstrate the full set of individual competencies with the required reliability, validity, authenticity and sufficiency. Given the competency based nature of assessment, it will be difficult for a student to be able to be deemed competent if they have had poor attendance in class.

3.3.2.3 Reporting of N on Semester reports for VCAL units

Determining whether a student passes or fails a VCAA VCAL unit credit overall will be based on whether they have been able to demonstrate the full set of individual Learning Outcomes with the required reliability, validity, authenticity and sufficiency. Given the competency based nature of assessment, it will be difficult for a student to be able to be deemed competent if they have had poor attendance in class.

3.4 Absences from School Assessed Coursework (SAC)

3.4.1 Attendance at SACs

Students must complete all SACs prescribed in the Unit Guidelines to receive an S.

Where a student misses a SAC the following process applies:

- Students must complete a rescheduled SAC under supervision at the earliest available session time.
- It is the responsibility of the student who has missed the SAC to contact their classroom teacher, Student Engagement Officer or Student Engagement Coordinator personally to reschedule the SAC.
- Students will receive a rescheduled SAC details form which includes the day, date, session time, room, specific instructions and materials allowed for the rescheduled SAC.

3.4.2 Scoring a Rescheduled SAC (Units 1-4)

A rescheduled SAC will not be scored unless current and appropriate documentation is provided; which includes either a:

- Medical Certificate or medical report,
- Reports from social workers, youth workers or other professionals,
- School Approved Absence eg: Excursion, Outdoor and Environmental Studies trip, VET Outdoor Recreation trip, sport excursion
- Phone call with approvable explanation received from a parent/carer by the Student Engagement Officer or Student Engagement Coordinator on the day the original SAC is missed.

Students can appeal against a decision to have a SAC unscored. Students should inform their Student Engagement Coordinator of their intent to appeal and complete the appropriate paperwork.

3.4.3 Absence from a Rescheduled SAC

If a student is unable to sit a rescheduled SAC that has been booked into a session, the process outlined in 3.4.1 must be repeated. Where it has not been possible to complete a rescheduled SAC the student should lodge an application for Special Provision through their Student Engagement Coordinator.

Failure to complete SACs/SATs/Assessment Tasks and rescheduled tasks without legitimate reasons may result in an N for the unit.

3.4.4 Absences leading up to SACs

Students may be able to reschedule a SAC and/or complete an alternative SAC by applying to their Student Engagement Coordinator for Special Provision.

3.5 Exemption from class/es

3.5.1 Exemption from VET and/or VCAL classes

Dated: December 2021

Person Responsible: Assistant Principal – Engagement and Wellbeing

Endorsed by College Council: Not required

Review: Every 4 years

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Due to the nature of competency based learning, it is possible that some students will complete their VET and/or VCAL course before the end of the school year. In these cases, it is possible for a student to be exempt from attending some VET and/or VCAL classes. Students eligible to be exempt from classes must complete an 'Exemption from VET and/or VCAL classes' form (see attachment 1), in conjunction with their Student Engagement Coordinator and parent/carer. If the subject has an exam, they will need to return to classes for appropriate exam revision (VET only).

3.5.2 *Early release from class/es*

The college has an expectation that all students will attend all classes and complete all aspects of assessment in order to maximise their ATAR and increase their pathway options. However, students who have been granted 'non-scored VCE' status for medical reasons or students who have full time work (at least 25 hours per week) and have been successful in applying for an exception from Unit 3 & 4 exams, can be exempt from Year 12 classes as of the end of the first week of Term 4, provided they have successfully completed all outcomes and/or competencies. All students must complete a 'Release from Class and Exam' form (see attachment 3) in conjunction with their classroom teachers, Student Engagement Coordinator and parent/carer. Non-scored VCE students are also required to complete the 'Non-Scored Assessment' form (see attachment 2). Students can be exempt from classes one class at a time, if outcomes and/or competencies have not been completed in all classes.

3.6 Other procedures

3.6.1 *Significant absences supported with documentation*

Where possible, when a student has documented reasons for missing a significant number of classes (eg. ongoing illness, injury, sporting commitments, etc), the classroom teacher/s, parent/carer and Student Engagement Coordinator will work together to support the student to complete a flexible delivery of curriculum in order to enable a pass in the unit/s. This may include working from home, online curriculum or implementing Special Provision arrangements. In these special cases, a student may still pass a unit without meeting the attendance requirements. However, the student must still meet the outcomes in the subject and the teacher must be able to authenticate all work in order for the student to be awarded an 'S'.

3.6.2 *Extended leave*

Extended absences during the school term that are unrelated to the student's academic program, should be avoided as much as possible. Where an extended absence is unavoidable (eg. Structured Workplace Learning - SWL, family holiday, sporting participation, etc), the student must collect an 'Extended Absence' form (see attachment 4) from the Student Engagement Coordinators office or Advisor, or in the case of SWL from the Workplacement Team, prior to the planned absence. This form must be completed by each of the student's classroom teachers with all work that is required to be completed during the absence, signed by the parent/carer and Advisor prior to the student taking leave. Upon the student's return to the college, the form needs to be signed by all relevant classroom teachers and returned to the Advisor.

3.6.3 *Leaving during the school day*

Any student leaving a class for the purposes of research must gain the permission of a teacher. Students who must leave the college during any class (other than for research), Assembly or Advisor meeting, must sign the 'Leavers Book' at the General Office before leaving the college grounds. The college must receive confirmation from the parent/carer for these absences to be approved.

3.6.4 *Ill or injured during the school day*

Any student who is ill or injured at school must report to the First Aid Officer or the General Office. Ill or injured students must not leave the college grounds without reporting to a staff member or Student Engagement Coordinator and having parent/carer approval.

3.6.5 *Students withdrawing from Units*

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Person Responsible: Assistant Principal – Engagement and Wellbeing

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Students wishing to withdraw from a unit either to accommodate another unit or to reduce the number of units in their course, are required to attend the class until a 'Unit Change Request' form has been completed and they have received confirmation from their Student Engagement Coordinator that the change has been processed. Any student who stops attending a class will receive unapproved absences in this class until the course change has been finalised.

3.6.6 Centrelink notification

Bendigo Senior Secondary College is obligated by law to report attendance data to Centrelink on a regular basis. Students who are in receipt of an allowance dependent on their attendance at school, may have their payment reduced or cancelled if they have in excess of five full days (or equivalent) of unapproved absences in any one term.

3.6.7 Students consistently late to class

It is the responsibility of the classroom teacher to follow up with students who are consistently late to class. This follow up can include discussing the disadvantages associated with missing the beginning of a lesson, detaining the student for the time missed (if lesson is immediately prior to a recess, lunchtime or study period) or phoning a parent/carer. Consultation can also be sought from the Student Engagement Coordinator if necessary to determine if the lateness issue is across numerous classes or to seek further advice if needed.

Attachment 1: Exemption from VET and/or VCAL classes form

EXEMPTION FROM VET and/or VCAL CLASSES

Name _____ Student Code _____ Group _____ Date _____

THIS FORM MUST BE RETURNED TO YOUR STUDENT ENGAGEMENT COORDINATOR

In the first instance this must be discussed with the appropriate **VET or VCAL teacher** followed by your **Student Engagement Coordinator**.

The college has an expectation that all students will attend all classes and complete all aspects of assessment in order to maximise their ATAR and increase their pathway options. However, due to the nature of competency based learning, it is possible that some students will complete their VET and VCAL course before the end of the school year. In these cases, it is possible for a student to be exempt from attending some VET and/or VCAL classes.

Scored assessment VET: If the subject has an exam, the student will need to return to classes for appropriate exam revision.

Unit	Teacher signature	Date competencies were completed	Exempt from class from this date	Required back in class this date (NA if not returning)

PARENT STATEMENT

I understand that my son/daughter has completed all relevant coursework in the above VET and/or VCAL subject/s and is not required in the relevant VET and/or VCAL class/es for the dates listed above. I have spoken to my son/daughter about using this time to prepare for the VET exam (if applicable) or to work on other subjects.

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

Student Engagement Coordinator signature: _____ Date: _____

Dated: December 2021

Person Responsible: Assistant Principal – Engagement and Wellbeing

Endorsed by College Council: Not required

Review: Every 4 years

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Attachment 2: Non-scored assessment form

NON SCORED ASSESSMENT FORM YEAR 12-VCE

The college has an expectation that all students will complete all aspects of assessment to maximise their ATAR and increase their pathway options.

Under exceptional circumstances students and their parent/carer can apply through their Student Engagement Coordinator to undertake non-scored assessment.

Important Information on School Assessed Coursework (SACs) and School Assessed Tasks (SATs)

SACs and SATs are used in the following ways:

- To determine if a student has passed the subject. Each SAC/SAT assesses an Outcome.
- SAC/SAT and exam grades in a subject contribute to the 'study score' for that subject.
- The November examinations contribute significantly to the Study Score in a subject. Depending on the subject it can vary from 20-66%.
- A student's ATAR is calculated by using all of their subject study scores.
- An ATAR is required for University courses and some TAFE courses.

Even if a student qualifies for non-scored assessment, they will still be required to complete all Learning Activities, SACs and SATs (even though they are not graded or scored) to a satisfactory level to demonstrate they have met all the Subject Outcomes and can pass the subject.

To achieve an ATAR, students must have completed scored assessment in at least four sequences of Unit 3/4, including an English.

I understand that by applying for un-scored VCE assessment:

I will not receive a study score for the subject/s undertaken as non-scored and this will affect my ATAR

SAC results accrued will be removed from the Victorian Assessment Software System (VASS) system

I choose to not have my SACs/SATs scored and/or sit exam/s in the following VCE Units:

Unit	Teacher Signature

PARENT/CARER STATEMENT

I have discussed this decision with my son/daughter. I am satisfied that he/she understands the effect on his/her ATAR, and that an ATAR may not be obtained. I understand that assessment for Unit 4 will not be recorded and a study score will not be achieved.

I understand that he/she will be required to complete all Learning Activities and SACs/SATs to pass the outcomes.

STUDENT SIGNATURE: _____ **DATE:** _____

PARENT/CARER SIGNATURE: _____ **DATE:** _____

STUDENT ENGAGEMENT CO-ORDINATOR SIGNATURE: _____ **DATE:** _____

Dated: December 2021

Person Responsible: Assistant Principal – Engagement and Wellbeing

Endorsed by College Council: Not required

Review: Every 4 years

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Attachment 3: Release from class and exam form

RELEASE FROM CLASS AND EXAM FORM (Year 12 only)



Name _____ Student Code _____ Group _____ Date _____

THIS FORM MUST BE RETURNED TO YOUR STUDENT ENGAGEMENT COORDINATOR

In the first instance this issue must be discussed with your **Advisor** followed by your **Student Engagement Coordinator**.

STUDENT STATEMENT

I do not intend to attempt the October/November VCAA Examinations in the following unit/s:

I understand this will not affect completion of my VCE or VCAL Certificate but will mean that for the above studies I will **not** receive a grade for Unit 4 assessment **nor** the exam. This will prevent me from obtaining a study score and will significantly reduce the level of my **ATAR** and may prevent me from obtaining an **ATAR**.

REASON FOR REQUEST FOR RELEASE FROM CLASS AND EXAM(S)

- NON-SCORED VCE (Exceptional circumstances only - appropriate paperwork must be completed)**
- FULL TIME WORK (obtained and evidence provided)** _____

STUDENT SIGNATURE: _____ **DATE:** _____

TEACHER STATEMENT

I have discussed this decision with this student and am fully satisfied that he/she understands the effect of this decision for his/her **ATAR** score. He/she has satisfactorily completed all outcomes in this unit and will not be required to attend classes in this unit after the final class date nominated below. **(Staff must not sign this form until all outcomes have been satisfactorily completed – Students must attend classes until all work is satisfactorily completed)**

- **VCAL STUDENTS WHO HAVE FULL TIME WORK AND ARE SEEKING TO EXIT MUST ALSO LIST THEIR VCAL UNITS BELOW**

Unit	Outcomes/competencies met (Y/N)	Teacher Signature	Final date required in class (Cannot be prior to xx.xx.xx)	Signed out (L & E Coord)

NO APPLICATION WILL BE CONSIDERED FOR RELEASE FROM CLASS AND EXAM(S) BEFORE MONDAY XX/XX/XX. STUDENTS MUST CONTINUE TO ATTEND THE APPROPRIATE CLASSES AFTER THIS DATE UNTIL ALL OUTCOMES ARE SATISFACTORILY MET. ANY STUDENT WITH ORGANISED WORK PLACEMENT CANNOT BE CONSIDERED FOR EARLY EXIT PRIOR TO COMPLETION OF THIS PLACEMENT.

PARENT STATEMENT

I have discussed this decision with my son/daughter. I am satisfied that he/she understands the effect on his/her **ATAR**, and that an **ATAR** may not be obtained. I understand that he/she will be required to attend classes until all outcomes have been satisfactorily met, in accordance with the dates listed above.

PARENT SIGNATURE: _____ **DATE:** _____

ADVISOR SIGNATURE: _____ **DATE:** _____

STUDENT ENGAGEMENT CO-ORDINATOR SIGNATURE: _____ **DATE:** _____

Dated: December 2021

Person Responsible: Assistant Principal – Engagement and Wellbeing

Endorsed by College Council: Not required

Review: Every 4 years

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Attachment 4: Extended absence form

Extended absence form



Use this form for absences such as: family holiday, work experience, structured workplace learning, medical issues, other when absence will be >3 days and known in advance. It is the student’s responsibility to catch up on all missed work, unless they are eligible for Special Provision. **The absence must also be officially recorded on Compass or the Absence Line (5442 7416) for it to be approved.**

Student: _____ ID: _____ Group: _____ Date: _____

DATE OF PROPOSED ABSENCE: _____ TO _____

Purpose of Absence: (Please attach supporting documentation, where appropriate) _____

The following table must be completed prior to the student going on leave, as this will support him/her to monitor and keep up to date with work missed while away. The form should be signed by the Advisor prior to the student leaving and then when all work has been completed.

SUBJECT	TEACHER	WORK – include reference to Compass where applicable	COMPLETION DATE	WORK COMPLETED / TEACHER SIGNATURE

I agree to complete the work listed above by the date/s agreed.

Student: _____ Date: _____

I accept responsibility for _____ during the dates listed above. I will support him/her in meeting the submission of the work listed above.

Parent / Carer: _____ Date: _____

Advisor: _____ Date: _____

When student returns and all work is completed:

Advisor: _____ Date: _____

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