

## ERINDALE COLLEGE ATTENDANCE POLICY – Explained

Policy of the Board of Senior Secondary Studies (BSSS) requires attendance at 90% of classes for the award of any unit studied. For our college, this means students who do not attend 90% of lessons in a unit will be given a Void (V) Grade for that unit – no points, score or grade for that unit towards the ACT Senior Secondary Certificate. If a student misses a lesson or lessons the College requires a satisfactory explanation in writing. The college defines ‘satisfactory explanation’ as one that is supported by ‘appropriate documentation’.

Examples of appropriate documentation include:

- Medical Certificate or evidence of an appointment with a medical/dental/physiotherapy practitioner
- Satisfactory written explanation of legitimate absence signed by parent/guardian (eg bereavement, illness, injury, representative sport)

**The college reserves the right to accept or reject an explanation (even if a signed note is provided).**

Examples of unacceptable reasons for absence include.

- Missing class due to work commitments
- Missing class for driving lessons
- Missing class for missing the bus
- Illness without satisfactory documentation (see above)
- ‘Personal’ reasons where no detail is provided (or these reasons are repeatedly used).

The intention of this policy is to facilitate the early identification and reporting of poor attendance (including lateness). Teachers record student attendance at each lesson. To enable accurate and up to date recording and reporting of attendance the provision of adequate documentation should be submitted to student services within 5 days of any absence. In addition, we encourage families to contact the college from workplace email addresses with information about planned or current absences. For planned absences in advance (eg overseas holiday, sporting trips, known medical procedures) an ‘Advanced Notice Form’ from student services must be completed and submitted along with documentation. Not providing prior notification may affect outcomes and result in a Void (V) Grade.

Fortnightly attendance reports are distributed through link classes. Student services staff monitor student attendance and in the event of a prolonged or pattern of absences the link coordinators or class teacher will contact parent/guardians.

In the event school procedures encouraging attendance are unsuccessful the school is required to refer parents/guardians and young people to the ACT Education Directorate.

**If in doubt about this policy, please see your Link Coordinator or Deputy Principal.**