ATTENDANCE POLICY

**Rationale:**
- Both VCE and VCAL courses have minimum time requirements.

**Aims:**
- To ensure that students meet the time requirements and maximise their learning.
- To develop positive study habits.
- To develop a responsibility for self-learning.

**Student Requirements**
- If a student misses more than 10 single periods per VCE or VCAL Unit (semester) and the student has not made up equivalent time negotiated with their teacher, their performance for the subject is deemed **unsatisfactory, regardless** of assessment performance.
- Extended absence (3 days or more) - students or parents must contact year level coordinator to arrange catch up time or Special Provision.
- Students must maintain evidence of catch up in the study plan pages of their planner. Students must ask their teachers to initial the planner once they have seen sufficient catch up work. Year level Coordinators may request that students show this evidence that they have caught up on work in any subject that a student has been absent.

**Process to assist students to maintain attendance and complete work.**

1. If you know you are going to be away talk to each of your teachers to find out what work you have to do and when you will catch up.

2. If you have been ill or away for any reason you will need to talk to each of your teachers to find out what work you have to do and when you will catch up.

3. Each fortnight your form teacher will provide a copy of your attendance record for you to check. To check means that:
   - you may have to bring a note for absence and give to the form teacher.
   - it could mean that a mistake has been made and the school needs to amend its records.
   - it will provide you with an accurate count of the time you have to make up in each subject-remembering that all absences – illness or other (including those due to sport, camps, VET. Or work placement) needs to be made up so that your balance of time is not above 10 single periods missed.

4. Once you know what time you have to make up this must be written in your planner so that you can keep a record of the time and work to be completed.

5. You need to catch up on time and do the work required.

6. Once you have caught up and completed the work you need to ask your subject teacher to sign the section in your planner to verify that you have completed the work.

7. If you have any difficulties with this process you should discuss it with your Form Teacher.