

*Attendance is everyone's responsibility at St Columba's College.*

### **Attendance Expectations for Students**

Attendance in school is compulsory for all students. There is no safe number of days for missing school – each day a student misses puts them behind, and can affect their educational outcomes.

#### **Attendance requirements**

- Students are expected to be at school prior to 8.35 a.m. and in House Group at 8.40 a.m. St Columba's provides yard supervision commencing from 8.15 a.m.
- All students from Year 7 – 12 are required to have 90% class attendance at the College. Lateness to class will be recorded and included when the attendance rate is calculated.
- If whilst completing a unit a student fails to attend 90% of her classes, then that student may receive an 'N'. 'Non attendance' is not calculated sequentially but cumulatively.

#### **VCE Students**

- A minimum 90% attendance at all scheduled lessons and activities is required to enable satisfactory completion of all VCE, VCAL and VET units at St Columba's College. The 10% allowance covers short-term illness, and approved interruptions, subject to the conditions described within this document.
- Students will attend all scheduled examinations.
- Students will attend all trial examinations including Unit 3/4 trial exams in September school holidays.

#### **Late to school**

- Students who are late to school need to sign-in using the iPad at Student Reception at from 8.50am. They need to provide the College with documentation explaining their late arrival (either parent note, medical certificate or statutory declaration).
- Lateness to House Group will be recorded and included when the attendance rate is calculated. *Students who receive three lates per term will be issued with an after school detention by the House Leader.*
- Students are expected to be at class on time and if they are late the classroom teacher will take responsibility for the appropriate consequences being implemented.

#### **Early departure**

- The College advises students and their families to arrange appointments outside school hours to maximise time at school and learning in the classroom.

- Students leaving early are required to bring a signed note from their parent / legal guardian to indicate they if they intend on leaving the College during scheduled class time.
- It is the responsibility of the student that they get this note signed by their House Teacher and House Leader prior to them attending Student Reception and signing out. Students will not be permitted to leave the College without a signed note
- All students from Year 7 – 9 must be picked up by a parent / legal guardian or someone listed on the emergency contacts list. They are not permitted to leave the College alone.
- Students from Year 10 – 12 are permitted to leave the College without being picked up, providing they provide the College with a signed note from their parent / legal guardian.

### **Absences**

- It is the responsibility of the student to find out if they have missed work due to being absent and to complete the work.
- If a student is absent for an assessment task a **medical certificate or statutory declaration must** be provided to the College.

### **Documentation Required in the Event of an Absence from Unit 3/4 SAC/SAT or Unit 1/2 Assessment Task**

Supporting documentation must cover the date of the scheduled task (notes from home are not appropriate).

If this process is not followed students will not have the opportunity to complete the task and may risk being awarded an ‘N’ for the unit.

- Illness and medical reasons – Doctor’s certificate required.
- Death/Funeral – Death/funeral newspaper notice required.
- Family Reasons – Statutory Declaration required.
- Excursion/Retreats – Excursion list from supervising teacher.
- Extended Absence – see Extended Holiday’s below

### **Extended Holidays**

- When students will be absent due to family holidays outside of term and the December/January breaks, the College expects that the Principal will be notified in writing at least one month before the absence.
- The College does not provide extra work for students on family holidays during scheduled class time. It will be the student’s responsibility to liaise with her classroom teachers and catch up on any essential aspects of the curriculum when she returns.
- Any assessment tasks, end of semester examinations, School Assessed Coursework (SAC) missed during this absence will not be rescheduled. This may result in an N in some VCE Units.
- The holiday will be counted as an unapproved absence and will affect their overall and class attendance percentage for the semester. The number of school days missed due to extended family holiday may result in a less than 90% attendance rate for the semester.

### **Sick bay attendance / Counselling appointments**

- Students who have an appointment with the College Counsellors are required to attend Student Reception so they can be issued with a Counselling Pass. They are required to return to Student Reception after their session and return the Pass.
- Students are not permitted to contact their parents directly should they become unwell during the day and request to be picked up. Students are required to report to sick bay after having their planner signed by the classroom teacher. Parent contact will be arranged by the College.

### **Approved / unapproved absences**

The College will approve absences in accordance with College and Department of Education guidelines. Approved absences will not count towards class attendance percentages.

### **Student attendance during examination periods**

- Students who are on campus during non-teaching time (e.g. examination periods, attending appointments with teachers, etc.) will need to sign-in using the kiosk at Front Office. They will need to sign out when leaving the College.
- Students who become unwell during examination periods need to contact the College absentee line and the VCE Coordinator. Adjustments will be made within College and VCAA guidelines. A medical certificate or Statutory Declaration is required in the event of an absence from an examination.

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