



**ROWVILLE**  
**SECONDARY COLLEGE**

**VCE ATTENDANCE  
INFORMATION AND  
REQUIREMENTS 2022**

**ATTENDANCE AND ABSENCES:**

Rowville Secondary College expects that all students will attend every day and for all

Failure to attend sufficient classes (regardless of whether they are authorised or unauthorised) may result in a student being unable to meet both the VCAA and the College's attendance requirements, which may result in a failure to meet the un13 (s)a

x If absent due to approved school activity, the student must communicate with the relevant classroom teacher, to alter the SAC/CAT arrangement prior to attending the scheduled activity.

**Process to be followed by the teacher:**

x The classroom teacher **MUST** book the student into the next available SAC Catch up Period. These periods operate during Period 5 and 6 on a Wednesday at the Western Campus and Period 5 and 6 every second Friday at the Eastern Campus.

x This information will appear on the student's Compass as a timetabled class and the student is expected to attend this session. Nonattendance will negatively impact the student's grade for that task.

x The teacher must verbally inform the student that they are being enrolled in the session.

x If the student does not attend their SAC/Supplementary Session, this issue will escalate to Head of House level, as nonattendance at a SAC may

**Teacher Note:**

To check if a grade is to be awarded for the task (Authorized Absence), teachers will need to check Compass attendance records. Teachers can access the relevant information following these steps: Student Page > Attendance Tab > Summary - 18.69 - 0 Td ( ) Tj 0.05 Tc -0.0c 0 7( S)13

#### Attendance at:

90% = Classroom Teacher to address the matter with the student / parents &/or guardians



80% = Learning Mentor will raise the matter with the student and their family



Below 80% = VCE Coordinator to action this in consultation with the relevant House Leader. The student will be required to attend SAC Supplementary Sessions to make up time missed due to absences.

Classroom teachers are also encouraged to discuss attendance concerns with the relevant Learning Mentor.

If student attendance is of major concern and the above process has not been successful, the classroom teacher must phone home (a log phone call on Compass) to have a discussion with parents. If all processes are unsuccessful, the classroom teacher will need to liaise with the relevant Learning Mentor, Head of House with VCE Responsibility (Gary Gilbert (West) or Craig McGeehan (East)), or the VCE Coordinator (Simon Ross).

#### ATTENDANCE REDEMPTION PROCESS:

Where a student is at risk of an unsatisfactory unit result due to not meeting minimum attendance requirements, students may be able to redeem the unit result through one or more of the following:

- Undertaking make-up sessions at lunchtimes or after school with the classroom Teacher
- Attendance during Period 5 and 6 on a Wednesday at the West Campus and Period 5 and 6 every second Friday at the East Campus. The classroom teacher will need to enrol the student in these sessions and note that this is for an attendance catch-up not a SAC redemption
- Students at high risk of not meeting attendance requirements may be required to attend student free days. This will be determined by the VCE Coordinator and Head of House(s).

An attendance redemption will need to be recorded on Compass by the teacher supervising the redemption in order to keep accurate records.

Please note: students can only redeem a limited number of classes per semester. This will be capped at 4 hours per class. Students missing more than the maximum number of classes will need to have their unit result reviewed by a VCE panel. The VCE Panel will comprise of

VCE Coordinator (Simon Ross) & / or Learning Mentor & Head of House (Gary Gilbert / Craig McGeehan).

### ABSENCE VIA SPECIAL PROVISION:

When a student is absent from school for prolonged periods, or has been unable to complete all assessment tasks because of illness or other special circumstances, the school may on application from the student grant Special Provision in relation to absences and school based assessments. In this case the student will not be penalized for lack of attendance.

The Special Provision granted may allow a student to work from home for a period of time. The student and school should complete the application for Special Provision for School Assessed Coursework and School Assessed Tasks form and retain this at the school together with the supporting evidence e.g. medical documentation.

### APPROVING BEREAVEMENT AND HOLIDAYS:

#### Bereavement:

Absences related to the bereavement of a member of the student's immediate family are classified as an Authorised Absence. To obtain an approved absence in this circumstance a copy of the funeral notice should be provided to the College.

#### Holidays:

The College advises that family holidays are not taken during the term whilst a student is undertaking their VCE studies. Holidays are classified as an Unauthorised Absence and will adversely affect student progress. Should a holiday be taken during the school term, students should notify the VCE coordinator prior to the holiday to organise an attendance redemption process and to ensure that core work is kept up to date. Subject teachers will have their Lesson Plans on Compass. Students who miss classes are required to access this work and undertake the set tasks. They must submit this work to the subject teacher when they return to class. Please note: significant time spent away from school may affect the student's ability to achieve a satisfactory completion of a unit of study.

during the lesson. Teachers will provide their own consequences to those students who are late (e.g. making up the time, detention etc. in addition to recording the lateness on COMPASS).

### LEAVING SCHOOL EARLY:

The College expects that all students will remain at school and on the school premises until such time that they are permitted to leave. This is usually at the completion of the school day at 3.15pm. However, Year 11 and Year 12 students who do not have scheduled classes in the afternoon may leave school after their final scheduled class or at the beginning of lunchtime (whichever is the latter).

Please note:

- x Students must sign out at the General Office before leaving school grounds, unless leaving during the scheduled early dismissal on Wednesdays at the West Campus
- x Students are not permitted to leave if they have a scheduled assembly or other College event.
- x Students are not permitted to leave the School if they are enrolled in a SAC Supplementary Task.
- x Text messages from Parents/Guardians are not an acceptable sign out method.

Students who need to leave school early due to a medical/dental appointment should bring an explanatory note from home. This note should be taken to the General Office ASAP to be recorded on COMPASS and to receive an early leaver's pass. At the nominated time of their departure from school, the student should present their Early Leave Pass to the relevant classroom teacher and may depart College grounds.

### STUDY PERIODS:

The College expects that students will undertake study in designated private study areas when they have scheduled Study Periods.

If students arrive late to school or wish to leave early during a Study Period, the usual processes must be followed, including signing in or out through the front office.

Students are not authorized to exit and re-enter the base school during study periods throughout the day.