



Lakeview Senior College

Attendance Policy

Rationale

Lakeview Senior College expects students to attend all scheduled class time to maximise their learning and academic performance. This is in line with our school values of respect, responsibility and personal achievement.

Guiding principles

1. Our expectations are also underpinned by Department of Education and Early Childhood Development policy which can be found at <http://www.education.vic.gov.au/school/parents/behaviour/Pages/attendance.aspx>
2. The minimum acceptable level of attendance is 90%, without a medical certificate, of scheduled class time per unit during a semester.
3. Where a student has completed classwork but there has been a substantial breach of the attendance policy a student may be awarded an N grade (not satisfactory). The classroom teacher needs to be confident that all work completed and/or submitted for assessment is genuinely that of each student. A significant amount of classroom time is spent on each learning and assessment task so that the teacher is familiar with each student's work in progress and can regularly monitor and discuss aspects of the work with the student/s.
4. Substantial absences from school limit the capacity of the teacher to authenticate student work and academic progress. 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 College may, upon application from the student, grant Special Provision for School-Based Assessment Tasks.

Roles and responsibilities – students, parents/guardians and teachers

Students

- Attend and be punctual for all timetabled classes
- Provide a medical certificate/written note from parent/guardian to the relevant Year Level Co-ordinator on return to school. A medical certificate is required for absences on the day of a scheduled assessment task and if this does not occur a zero score will be the result. Students are required to complete and submit a 'SAC Redemption Notice' where a scheduled assessment task has been missed. This notice can be obtained from the classroom teacher.
- Provide explanation if late for school and collect a late pass from a teacher in the yard up until 9.15am or the General Office after 9.15am.
- Discuss with each teacher procedures for completing work missed through lateness or absence including attending after school classes (redemption) if requested.

Parents

- Ensure their child attends and is punctual each school day
- Notify the school (preferably in advance) if a student is to be absent from school on the Lakeview Senior College Absence Number – 9219 3100
- Provide a written explanation to the school for each student absence. Note: a medical certificate is required for absence on the day of a scheduled assessment task and is encouraged for all absences for Year 12 students.
- Contact the year level coordinator for assistance if a student is resistant to attending school or will be absent for an extended period of time. The latter may require an application from the student for Special Provision.

Teachers

- Keep accurate records of daily attendance
- Notify parents and/or guardians in a timely manner about any attendance concerns
- Work with students and parents to implement a range of supports aimed at improving attendance
- Recognise and celebrate students who have an outstanding attendance record
- Monitor attendance data and measure against annual goals and communicate this in school newsletter/website
- Implement an official warning or infringement notice in extreme cases of poor attendance where other methods of support have proven unsuccessful

Special Provision

Special Provision provides eligible students with the opportunity to participate in and complete their senior secondary studies. Underpinning Special Provision is the understanding that students enrol in senior studies with a reasonable expectation of being able to meet the requirements. Students who are eligible for Special Provision are not exempt from meeting the requirements for Satisfactory Completion of Year 10 studies or the VCE, or from being assessed against the outcomes for a study.

Eligibility for Special Provision

A student may be eligible for Special Provision if, at any time while studying at Lakeview Senior College, he/she is adversely affected in a significant way by:

- illness (physical or psychological)
- any factors relating to personal environment
- an impairment or disability, including learning disabilities.

The circumstances affecting the student do not include matters or situations of the student's (or family's) own choosing, for example involvement in social or holiday activities during school terms. To apply for Special Provision a student must see the relevant Year Level Team Leader or Assistant Principal. It is the responsibility of the student (and/or parent) to apply.

Appeals

A student (and parent) may appeal a decision related to the implementation of the Lakeview Senior College Attendance Policy. Appeals must be submitted in writing to the relevant Assistant Principal who may convene a panel to assess the application. Full documentation supporting an appeal must be supplied by the student and parent with the application. Please contact the relevant Assistant Principal prior to writing the application to discuss the documentation that is required for an appeal. It is the responsibility of the student (and/or parent) to request an appeal of a decision related to the College Attendance Policy.

Attendance policy flow chart

Expectations

- Lakeview requires 90% attendance from all students
- Students are expected to attend all of their classes every day
- Students are expected to remain for the duration of the school day
- Students who need to leave school during the day require parental (note or phone call) and Year Level Coordinator permission before signing out at the office

Appropriate actions/consequence for student

