

UCSSC Lake Ginninderra Attendance Policy – explained

The intention of this policy is to facilitate early identification of poor attendance (including lateness). Teachers record student attendance at each lesson in an attendance database. For a student to be graded in any unit studied at college, the policy of the ACT Board of Senior Secondary Studies (ACT BSSS) requires attendance at 90% of classes. Students who do not attend 90% of lessons in a unit will be given a VOID (V) grade for that unit – no score, or grade for that unit towards a Senior Secondary Certificate. To enable accurate recording and reporting of attendance, a **‘satisfactory explanation’** that is supported by **‘appropriate documentation’** to Student Services after an absence **should not be delayed beyond 7 days**. Documentation is required if the student has been ill for three or more consecutive days and/or wish to apply for special consideration due to their absences.

Examples of appropriate documentation include:

- Medical certificate, evidence of an appointment with a medical practitioner or documentation from a pharmacy
- Satisfactory written explanation of legitimate absence signed by parent/guardian (e.g. bereavement, etc).
- Letter from the state/national organisation of representative sport competitions

The college may accept or reject an explanation (even if an email, or signed note is provided) **if the reason is unacceptable**. Rejected explanations are recorded as ‘Unauthorised Absence’ and are treated as an absence on the student’s attendance record.

Examples of unacceptable reasons include:

- Missing school due to ‘work commitments’
- Missing class because you ‘have a driving lesson’
- Missing class because you ‘missed the bus’ or ‘stuck in traffic’
- Missing class because you ‘slept in’
- Missing class because you are ‘late’
- ‘Personal’ or ‘Family’ reasons where no detail is provided (or these reasons repeatedly used)

Unexplained absences recorded by teachers will be sent as notifications to families/carers at the end of each school day. **No flexed or cancelled classes receive absence notifications**. If the student believes the teacher made an error, it is the student’s responsibility to contact the teacher as soon as possible, as only the teacher can make amendments to a roll.

In addition, we encourage families to contact the college by phone or email with information about planned future absences prior to the provision of documentation.

Students are encouraged to take leave for holidays during the school holiday periods, as students travelling for leisure/family holidays **are not eligible for special consideration** for assessments missed during their leave of absence. If families choose to travel during the school term, the student is required to complete an extended leave form (to be collected from Student Services) at least one week prior to the planned leave. Planned leave that is not notified to Student Services prior to the leave will be entered as ‘Unauthorised Leave’

If an Absence form or email is submitted but the absence explanation is assessed as unsatisfactory, parents will be informed. SG teachers, year coordinators and student services staff monitor attendance. In the event of a prolonged or pattern of absence without notification the support group teacher/year coordinators will contact parents/carers.

If you have questions about the application of this policy, please see your year coordinator or contact the front office 6142 0222.