

VCE / VCAL Attendance Policy and Procedure

1. Purpose

The purpose of this policy and procedure is to provide clear guidelines to teachers and students within the Institute's VCE and VCAL programs on attendance requirements, standards and the management of poor attendance.

2. Scope

This policy statement and procedure applies to all students enrolled directly into the Institute's VCE and VCAL programs and all teachers employed to deliver these programs.

3. Attendance policy principles

In order to maximise student achievement and outcomes, The Gordon requires VCE and VCAL students to be punctual and attend all classes with appropriate materials and completed set work to effectively meet the teaching and learning requirements and standards.

The Gordon sets minimum class time and attendance rules. The attendance rules allow students sufficient class time to successfully complete set work and required tasks allowing teachers to authenticate student work.

3.1 Attendance Requirements

Our VCE and VCAL students must attend a minimum of 80% of scheduled class time for each VCE/VCAL unit (semester) to guarantee a satisfactory result if all outcomes are successfully met.

Students who do not attend at least 80% of scheduled classes may receive an N for that unit *if* their school based assessments cannot be authenticated (exemption can be provided for extenuating circumstances).

If a student's attendance drops below 90% they will have the opportunity to redeem their attendance through catch-up sessions which can be on student free days (holidays or curriculum days for example), if this is refused or the attendance is below 80% they will be required to participate in a Student Support meeting to discuss their attendance and progress.

A senior school student's absence from class falls within two categories; an approved absence or an unapproved absence. Approved absences will not count as a missed class. Approved absences include:

- Those covered by a medical certificate or similar documentation
- Those caused by the student's participation in another aspect of the educational programs (such structured work placement, excursions or camps)

Special Provision is available in cases of extended absence due to illness or special circumstances. The student is responsible for applying for Special Provision.

Unapproved absences include:

- Absences covered by a parent or guardian note, but without a medical certificate
- Holidays taken during school time
- Lateness to class. A student who is late to class during the day may be permitted to enter the class at the discretion of the teacher, but will be recorded as 'late' and this lateness will be counted as an unapproved absence for the time missed.

3.2 Attendance Requirements

Absences from scheduled classes will be reported to parents / guardians as they occur through email alerts from the student management system.

- Should a student accumulate unapproved absences in any unit, the relevant VCE/VCAL Co-ordinator will organise a meeting between the Senior College Principal, the student and the student’s parents or guardians to discuss consequences.

As a guide, students who miss approximately ten periods of a unit in a semester may not satisfy the attendance requirement and may receive an unsatisfactory for the unit. This may result in an N (Not satisfactory) for the unit. Where a student fails to meet the attendance requirements over a number of units, they will be required to meet with the Senior College Principal and Home Room Teacher to review their enrolment in VCE/VCAL.

3.2.1 Additional Attendance Requirements – Under 17s

Students under the age of 17 are required under the Education and Training Reform Act to be in full time education or employment. When an under 17 student does not maintain the attendance standards described in this policy, or withdraws from their enrolment without notifying us of their having moved to another fulltime course or fulltime employment, we are obliged to notify the school from which the young person transferred to us, or in some cases the Department of Education’s regional office. Parents / guardians will be notified by email alert if the Institute is intending to undertake these notification requirements.

3.3 Attendance requirement for SACs and SATs

Students are required to complete each SAC or learning outcome on the date specified by their teacher. Students who are absent at the time of a scheduled SAC will be required to:

- Phone the VCE/VCAL Coordinator on the day of the absence. ph: 5225 0586
- Provide a medical certificate (if the SAC absence is due to illness or injury), to the VCE/VCAL Coordinator on the day of their return to school from absence

The onus is on the student to supply documentation for their absence from the SAC. Otherwise, SAC absences default to an N result.

4. Procedure

| ACTION | RESPONSIBILITY | GUIDANCE |
|-------------------------------|--------------------------|--|
| Communicate Attendance Policy | Senior College Principal | <p>The Senior College principal will ensure that this policy is available to students, via</p> <ul style="list-style-type: none"> Student orientation Student handbook Gordon Student handbook <p>This policy is communicated to all VCE/VCAL staff, via</p> <ul style="list-style-type: none"> Ensuring staff are aware of the Institute’s OMS Including in Staff orientation Including VCE/VCAL staff handbook |
| Record Attendance | Teacher | Teachers are responsible for recording block attendance in the Institute’s student management system, eCentral at the commencement of each session. |

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| | | <p>Where a session goes over multiple sessions in the one day, attendance must be recorded for each session.</p> <p>Teachers must record when a student is present, absent, arrives late or leave early.</p> <p>Where a student is absent but provides supporting evidence, record evidence in the comments section in Block Attendance.</p> |
| Monitor Attendance | Teacher | <p>Teachers are responsible for monitoring a student's attendance in their unit.</p> <p>Where a student is regularly absent or late, teachers are required to inform the Home Room Teacher for further follow up.</p> |
| Monitor Overall Attendance | VCE/VCAL Co-ordinator | <p>The VCE/VCAL Co-ordinator is responsible for monitoring a student's overall attendance in their course.</p> <p>Where a student is regularly absent or late, the VCE/VCAL Co-ordinator will ensure the matter is raised at staff meetings and where a student is at risk, ensure that a meeting is organised between the student, their parent/guardian and the Senior College Principal.</p> |
| Act on Poor Attendance | Senior College Principal | <p>Where students are failing to meet attendance standards across one or more units for:</p> <ul style="list-style-type: none"> Organising a meeting with the student, and their parent / guardian Establishing a student behavioural agreement to document the agreed outcomes of the meeting Monitoring ongoing attendance to ensure the student's progress returns to acceptable standards. Making referrals to Institute student welfare / support programs where relevant to the student's situation (eg disability support, student counselling) |
| Notify external parties of non-participation of Under 17s | Senior College Principal | <p>Where an under 17 fails to meet attendance standards, or withdraws from their studies without notifying the Institute of their transfer to another full-time enrolment or full-time employment:</p> <ul style="list-style-type: none"> Notify parents/guardians of need to report Notify students original secondary school / college, or department of education regional office, by email of student's effective withdrawal from full time studies |

5. Responsibilities

| POSITION | GOVERNANCE / RESPONSIBILITY |
|--------------------------|--|
| Senior College Principal | Ensuring the policy is available to all staff and VCE / VCAL students Facilitating student attendance and progress meetings and ensuring that a remedial plan is established to assist the student to return to acceptable standards. |
| Teachers | Recording student attendance / absences in the student management system Raising concerns about student attendance in staff meetings |
| VCE/VCAL Teacher | Monitoring student attendance and progress across courses using the Student Management System data analysis reports Organising student progress meetings where students fail to meet standards |

6. Key aligned internal documents

Refer to the *Operational Management System (OMS)* for copies of all policies, procedures and supporting documents. In addition refer to *Student Conduct Policy QA PO 12*.

VCE / VCAL Assessment Policy and Procedure SSC PR 02

VCE / VCAL Authentication Policy and Procedure SSC PR 03

VCE / VCAL Special Provisions Policy and Procedure SSC PR 04

VCE / VCAL Satisfactory Completion Policy and Procedure SSC PR 05

VCE / VCAL Administrative Procedure SSC PR 06

VCE / VCAL Management of Medical Conditions SSC PR 07

VCE / VCAL Student Records Management SSC PR 08

7. Key aligned external documents

VCE and VCAL Administrative Handbook (VCAA)

Guide for Non-School Senior Secondary Education Providers (VRQA)

8. Review and approval

| | POSITION | AREA |
|-------------------------------------|---|---|
| Business Process Owner | Head | Centre for Culinary, Education and Teaching |
| Endorsed by (if applicable): | Nil | |
| Ratified by (if applicable): | Risk and Compliance Committee | |
| Review schedule: | This policy will be reviewed every 3 years (or earlier as required) | |
| Last reviewed / updated: | 18 August 2021 | |