

Dear Parents,

The College has a VCE Attendance Policy for all VCE students across Years 10, 11 and 12 in 2015. This policy is in line with expectation from the Department of Education on attendance and is from our VCE policy document.

### **VCE Attendance Policy**

*All students completing Units 1, 2 3, & 4 are expected to demonstrate a minimum of 80% attendance in each of their subjects in order to receive a **Satisfactory** for their outcomes. Failure to meet this attendance level may result in students being assigned an 'N' for the unit in accordance with VCAA policy. If a student is suffering from a medical condition that will limit their attendance they should apply for Special Provision which may allow a student to study from home for a period of time.*

*Regular attendance is not only a legal requirement, but essential for authentication purposes and academic success. On returning to school from absence a student must submit a note from parents / guardians together with other documents (medical certificate) explaining their circumstances. If a SAC or SAT has been missed a medical certificate or some other form of supporting documentation must be provided. Approved absences do not include driving lessons, holidays, workplace training or social occasions.*

Students studying Year 10 subjects must have a 'school approved' reasons for missing an assessment task.

The school has communicated this policy to students and parents via:

- Senior School student information session in form assembly (Wednesday December 3rd, 2014)
- Sunbury College Newsletter (December 2014)
- Senior school website under policy - <http://seniorschool.sunburykidslearning.net/>

**An absence from a SAC, SAT or Assessment task (Year 10) due to a family holiday does not allow for a reschedule of the task and will result in a 0 grade and an N for both the SAC, SAT or Assessment task and the Unit.**

While all absences require parental permission (**parent approved absence**), such parental permission does **not** make the absence a '**school approved absence**'. Where it is known in advance that a student will be absent from school the parent / guardian is required to notify the school of the parent approved absence. Absences due to family holidays should be notified to the principal using the *Family Holiday during School Term Form* on the following page and submitted to the principal via the College's office.

Yours sincerely

Stephen Smith

Principal

Sunbury College

# Family Holiday during School Term Form

Dear Parents and Guardians,

This form is required for the notification of the principal of a parent approved absence as a result of a family holiday.

While all absences require parental permission (**parent approved absence**), such parental permission does **not** make the absence a '**school approved absence**'. Where it is known in advance that a student will be absent from school the parent / guardian is required to notify the school of the parent approved absence.

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Please indicate by ticking the boxes and completing the following sections that you understand the school absence policy and possible consequences of absence from school:

I understand that if there is SAC(s), SAT(s) or Assessment task(s) (Year 10) scheduled during the child's absence that this cannot be rescheduled and will result in a 0 grade and an N for both the SAC and the unit.

I understand that there will be no alteration made to SAC, SAT or Assessment task (Year 10) dates on my child's return to school

Where possible teachers may be able to provide learning activities during absence, though I understand that this can be limited by both the duration of absence, and the need for face-to-face instruction by teachers for completion of activities.

Dates students will be absent from school:

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Student(s) names:

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Parent/Guardians signature:

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Parent/Guardians printed name:

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Date:

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This form when completed should be submitted to the Principal via the College  
general office