



Sunbury College 2023

Notification of a Family Holiday during Term

Absences from school impact student learning outcomes and should be avoided whenever possible. Where it is known in advance that a student will be absent from school the parent/guardian should notify the school of the **parent approved absence**. It is important to note, that parental permission does **not** make an absence a '**school approved absence**'.

Sunbury College strongly discourages family holidays during the school term. If parents or carers choose to schedule either all or part of a family holiday during term, it is important that students and families are aware of the implications.

Family holidays and attendance:

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

All students completing VCE and VCE VM are expected to demonstrate a minimum of **90%** 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.

Students who miss classes due to a family holiday are still expected to adhere to the college attendance policy of 90% attendance for each of their respective subjects in order to be eligible for a Satisfactory mark in each subject.

Family holidays and assessment:

An absence from a SAC, SAT, learning outcome (VM) or assessment task (Year 10) due to a family holiday will result in the students being required to reschedule the tasks to an alternative time but without access to a scored assessment. The successful completion of the rescheduled task will result in an S, however the task will receive zero marks due to the unapproved nature of the absence. This will have implications on graded coursework in reporting and the calculation of study scores at Unit 3 and 4 level. A genuine attempt must be made on this task.

Step 1: Student details

Name: _____ Year Level: _____

Are you enrolled in any Unit 1 and 2 subjects? Yes No

Are you enrolled in any Unit 3 and 4 subjects? Yes No

Step 2: Dates of Absence due to Family Holiday

First day of absence from school due to holiday: _____

Last day of absence from school due to holiday: _____

Total school days missed _____

Step 3: Student and Parent signature

Please indicate by ticking the boxes and signing below that you understand the school absence policy and possible implications of an unapproved school absence:

- We understand that an absence due to a family holiday is not school approved and will impact a student's attendance rate. Students who fall below 90% attendance are in danger of failing those subjects.
- I understand that if there is SAC(s), SAT(s) or Assessment task(s) scheduled during the absence that these can be rescheduled to be completed on return from the holiday to demonstrate a satisfactory understanding.
- I understand that a rescheduled assessment SAC, SAT or Assessment task will be marked S/N and will receive a score of zero when determining graded assessment. This will have implications on reporting of grades (Unit 1 and 2) and the calculation of a subject's study score (Unit 3 and 4).
- Where possible and practical 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.

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

Parent name: _____

Step 4: Senior School

Coordinator: _____ Date: _____

Senior School Leader: _____ Date: _____

Principal: _____ Date: _____

Office Use:

- Teachers notified
- Acknowledgement sent to parents
- Absence note entered on compass