



MELBA COLLEGE

SENIOR CAMPUS ATTENDANCE POLICY

RATIONALE:

In accordance with the Victorian Curriculum Assessment Authority (VCAA) requirements, Melba College sets minimum class time and attendance rules. These are aimed to allow sufficient class time for all students to successfully complete required tasks and set work. Students are required to attend all scheduled classes, whether participating in VCE, VET, VCAL or other timetabled classes. Students must provide acceptable explanations and/or supporting evidence for non-attendance.

GUIDELINES:

- All students must attend a minimum of 90% of scheduled classes. Attendance below 90% may result in the unsatisfactory completion of a unit of work
- Senior School Year Level Leaders will be responsible for monitoring attendance
- The electronic roll marking report 'Student Attendance Detail Report' will be used as the record of attendance
- Absences due to school-based extra-curricular activities will not be included in the attendance check
- Special Provision is available in cases of extended absence due to illness or special circumstances. The student is responsible for applying for this.
- Written explanations from parents/guardians will be accepted to explain absences. A Medical Certificate is required for missed Outcome Tasks at Year 11 & 12.
- Explanations of the attendance requirements will be made available to staff, students and parents. The policy will be set out in Information Handbooks and will be explained verbally to students.

IMPLEMENTATION:

- Attendance will be checked regularly throughout each term
- Senior School Year Level Leaders will make contact with parents/guardians if attendance falls below the required level of 90%
- All notes to explain non-attendance or missed Outcome Tasks must be passed to the Year Level Leader immediately following the absence.
- Where a student has breached the attendance rules set out above a meeting with parents/guardians will be scheduled to develop a student absence plan. The Year Level Coordinator has responsibility for these actions.

RELATED POLICIES & LINKS:

- Procedures for submission of work requirements Policy

- Assessment Policy
- Reporting Policy
- Key Learning Area Policies
- Excursions Policy
- Camps Policy

Prepared By:	Submission to Council	Review Date:
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