

## NOTIFICATION of ABSENCE

Student Surname:		Parent/Guardian:	
Given Name:		Parent/Guardian number:	
Mobile number:		Yr 11 - 12	SG: <input type="checkbox"/>

1. Provide complete details for whole day absences in table below.
2. Complete individual lesson absences in timetable - mark each box and include parent signature.
3. Notification of Absence MUST occur within 7 days of a student's return to college.
4. The college policy requires students to explain all absences to fulfil assessment requirements.
5. Submit Notification of Absence to Student Services. Advise class teachers of reasons for absence.
6. Incomplete or unacceptable reasons for absence will be referred to students for further details from the Parent/Guardian.

Note attachments: Medical certificate		Letter		Other (specify)	
From:		To:		Parent/Guardian Signature:	Date:
Day	Date	Day	Date		
Reason for absence:					

## TIMETABLE

(Parent/Guardian Signature required on Timetable below when absent for part of a day)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:40 A	8:40 E	8:40 F	8:40 G	8:40 H
9:20 B				
10:00 C				
10:40 Recess	10:40 Recess	10:40 Recess	10:40 Recess	10:40 Recess
11:00 D	11:00 A	11:00 B	11:00 E	11:00 D
11:40 5G			12:00	
12:20 E			A	
1:00 Lunch	1:00 Lunch	1:00 Lunch	1:00 Lunch	1:00 Lunch
1:40 F	1:40 C	1:40 D	1:40 C	1:40 F
2:20 G	2:40	2:40		2:40
3:00 H	G 3:40	H 3:40	3:40	B 3:40
3:40				

Student Services Approval:	Yes	No	Date received:	
Notes:			Attend code:	
			Reviewed by:	
			Entered:	

## **UC SSC Lake Ginninderra Attendance Policy - Explained**

Policy of the Board of Senior Secondary Studies (BSSS) requires attendance at 90% of classes for the award of any unit studied. For our College, this means that a student cannot miss more than three lessons in a term unit or more than six in a semester unit. Students who do not attend 90% of lessons in a unit will be given a Void (V) Grade for that unit – no points, score or grade for that unit towards a year 12 certificate. If a student misses a lesson or lessons the College requires the submission of a Notification of Absence Form providing a satisfactory explanation. The College defines 'satisfactory explanation' as one that is supported by 'appropriate documentation'.

Examples of appropriate documentation include:

- Medical Certificate or evidence of an appointment with a medical/dental practitioner
- Satisfactory written explanation of legitimate absence signed by parent/guardian (e.g. family crisis or bereavement, representative sport etc.)

The College reserves the right to accept or reject an explanation (even if a signed note is provided).

Examples of **unacceptable reasons** for absence include:

- Missing class due to work commitments
- Missing class because you have a driving lesson
- Missing class because you missed the bus
- Illness without satisfactory documentation (see above)
- 'Personal' reasons where no detail is provided (or these reasons are repeatedly used)

The intention of this policy is to facilitate the early identification and reporting of poor attendance (including lateness). Teachers record student attendance at each lesson and record the information in the Absences database at the end of each day. To enable accurate and up to date recording and reporting of attendance the provision of adequate documentation (Notification of Absence Form and any accompanying documentation) to Student Services after an absence should not be delayed. In addition, we encourage families to contact the college by phone or email with information about planned or current absences prior to the provision of documentation.

If a Notification of Absence Form is submitted but the explanation of absence is assessed as unsatisfactory, parents will be informed by post or telephone. Weekly attendance reports will be supplied through Support Groups (SG). Support Group teachers and Student Services staff monitor student attendance. In the event of a prolonged or pattern of absence without notification the Support Group teacher will contact parents/carers.

In the event that school procedures encouraging attendance are unsuccessful the school is required to refer parents and young people to ACT Education and Training Directorate Student Support Services.

**If in doubt about the application of this policy, please see your Year Coordinator or contact Student Services on 614 20222.**