ATTENDANCE POLICY

GENERAL
It is a legal requirement that all students up to the age of 17 must attend school. It is imperative that students are in class at all times unless specific authorisation to be absent for legitimate purposes is given, as outlined below.

They are expected to be in class for a minimum 80% to receive adequate tuition in order to complete set assessment and course work. Students undertake the majority of their assessment in class therefore attendance is critical.

POLICY
The College will apply minimum student attendance criteria in order to ascertain whether students have satisfactorily completed a unit of study. These criteria are:

Years 7 to 10 studies - students **must attend** a minimum of 80% of classes. Failure to do this will have a negative impact on the student’s capacity to succeed if promoted to the next year level.

Absences which are exempt from inclusion in the calculation of minimum attendance are:
- **MEDICAL ILLNESS**
- **COMPASSIONATE REASONS E.G. A FAMILY BEREAVEMENT**
- **RELIGIOUS OBSERVANCE.**
- **SPECIAL CIRCUMSTANCES AS AGREED IN ADVANCE BY THE SCHOOL**

Any non attendance without a medical certificate is deemed as a non approved student absence. It is reasonable to expect that students will not make personal appointments during the normal school day as this will impact on their attendance.

IMPLEMENTATION
The responsibility rests with the individual student to bring the documentation for all absences. A medical certificate or other supportive medical evidence must be submitted to the General Office on the day the student returns to school.

The College will maintain records and retain documentation relating to each student’s attendance and record approved and unapproved absences.

**Note**
Students receiving forms of government financial assistance need to be aware that unexplained/unapproved absences must be forwarded to Centrelink for auditing purposes. This may result in the withdrawal of payment or repayment of monies received by students.

Debbie Locco
Principal