



# ATTENDANCE POLICY FOR VCE, VCAL AND VET STUDENTS AT PADUA COLLEGE

## General requirements

- VCE and VCAL students are expected to attend all scheduled classes, excursions and assemblies.
- VCE and VCAL students are expected to be punctual at all times.
- Absences from school are to be explained by a note from a parent or guardian to the school.
- Written explanations for absences must be handed to the homeroom teacher when the student returns to school.
- VET in Schools students who are absent from their VET course should also notify the provider.
- Students who are absent when School Assessed Coursework (SACs) or a School Assessed Tasks (SATs) are due must submit their work as soon as possible upon their return to school to achieve an S, ie a Satisfactory assessment.

## When is a medical certificate required?

- A medical certificate is required for absences of more than two consecutive days.
- A medical certificate is required for absences on days when SACs or SATs are due.
- The medical certificate must be attached to the 'Explanation for Absence from SAC' form available at the Senior School Office.
- It is the responsibility of the student to present a medical certificate explaining the absence to his/her unit teacher within one week of returning to school.
- A published list of dates for SACs and SATs is provided to all students enrolled in a Unit 3 and 4 sequence, during the first week of Term 1. Students enrolled in Units 1 and 2 will be advised of SAC and SAT dates by their unit teacher.
- **A grade of zero will be awarded to SATs and SACs when absences due to illness are not supported by a medical certificate.**

## Unauthorised absences

- Absences from class which are unauthorised will result in an after school detention.
- After three unauthorised absences from school or class
  - a parent/guardian will be contacted by the House Co-ordinator to determine the consequences
  - students will receive an N-Pending (Absent from class) informing parents/guardians that they are in danger of failing a unit or units
  - a decision to award an S or N for a unit will then be made on a case by case basis and based solely on attendance in class
- If a student continues to be absent from scheduled classes, due to unauthorised absences, the student's place at Padua College will be placed under review.