

	<h1>Oakleigh Grammar</h1>	
Policy Document Name	VCE Attendance	
Date Ratified by Board Of Management	July 2022	
Date for Review	July 2025	

1. Preamble

The VCE Policy, specifying eligibility to receive the VCE, states a student must obtain a Satisfactory (S) result in at least 16 units to qualify for the awarding of the Victorian Certificate of Education (VCE). A student will be granted satisfactory completion if there has not been a breach of either the VCAA or School rules, which includes School Attendance rules.

Students must attend **all** scheduled lessons of a VCE Unit.

VCE students enrolled in a full VCE program must have an attendance rate of 90% in order to receive a Satisfactory (S) grade for any VCE unit of study. This considers 'supported absences' and legitimate school activities such as excursions and sports.

2. Purpose

The aims of the VCE Attendance policy are:

- To help maintain a high standard of education at Oakleigh Grammar;
- To encourage a responsible attitude to class attendance by students, teachers and parents;
- To ensure that students attend class time in order to undertake coursework and complete assessment tasks;
- To provide opportunities for teachers to observe students at work, thus enabling judgements of authentication to be made.
- To ensure that Oakleigh Grammar procedures for assessment and reporting are consistent and compliant with the requirements of the VCE as determined by the Victorian Curriculum and Assessment Authority (VCAA);

3. Administration

3.1 Teachers

Oakleigh Grammar requires all VCE teachers to monitor and maintain the attendance of students in their classes. Teachers must record attendance using XUNO for each class they teach, or supervise in the case of an in-lieu when covering an absent colleague. Teachers may also record attendance in chronicles, spreadsheets or other.

It is the legal responsibility of teachers to keep accurate and up to date records in case they are required to verify student attendance rates for the VCE subject, to determine if a student has satisfactorily completed a VCE Unit of study.

Unapproved extended absences must be reported to the Year Level Coordinator and the Head of Senior School.

3.2 Students

Students must attend timetabled classes. All absences from class must be explained in order to be approved. Parents/guardians may be requested to attend an interview if the School becomes concerned about a student's absences. Additionally, the School is required to complete regular attendance audits for students receiving Centrelink benefits.

It is the responsibility of any student who is absent to find out what work was covered in the missed classes and any work that may have been set during that time. It is the student's responsibility to arrive to classes on time.

3.3 Acceptable Absence

An acceptable absence is an absence for which a note stating the reason for the absence has been provided by a parent or guardian within 24 hours of the student's return to school. The absence must pertain to health, medical, legal or family reasons. Any extended absences on medical or health grounds must be supported by a medical certificate.

3.4 Unacceptable Absence

An unacceptable absence is an absence for which no note has been provided within 24 hours, or if a note has been provided but no reason is provided for the absence or the reason is not acceptable for it to be deemed an acceptable absence (e.g. social reasons).

3.5. International students

Oakleigh Grammar is legally required to monitor the attendance of all International Students in accordance with VRQA requirements. Failure to adhere to the 90% attendance requirements could impact on the Visa requirements for a student and result in its cancelation. Absences must be approved by the provision of either a medical certificate or a suitable reason in writing to the Head of Senior School or the International Student Welfare Officer.

4. Extended Absence

4.1 Leaving Early or Extended Holidays

VCE students are expected to attend school from the first day of, and right through to the last day, of each term. Parents are strongly advised not to take students out of school for early or extended holidays outside the term breaks as listed in the school calendar. Parents are required to provide notification to the School in writing by completing the required form in advance. It is the responsibility of the student to approach teachers to discuss missed instruction and assessment during their absence. Without formal notification in writing or arrangements for the completion of VCE Assessment Tasks with the subject teacher or the Head of Senior School:

- SACs and/or SATs, will only be rescheduled if practical. Rescheduling may not always be possible in which case students may risk receiving an 'N' for the Unit.
- SACs and/or SATs may be marked but not graded. For students undertaking a Unit 3 and 4 sequence, this will directly impact on their study score for the subject and consequently, the ATAR.

4.2 Extended Absence due to Illness

Students who experience extended absences from school due to illness, supported by evidence from an appropriate medical practitioner or specialist, should approach the Head of Senior School to discuss options to ensure successful completion of their VCE. These include Special Provisions for Examinations, Extensions to complete VCE Assessment and SEAS applications.

5. Failure to Attend During Assessment

Students not in attendance for a VCE Assessment task, SAT or SAC, must have the absence approved by the Head of Senior School, before rescheduling of the task will be considered. No achievement grade or satisfactory pass will be awarded for the task until the certificate and form have been submitted.

5.1 Consequence of Student Absence during Assessment Tasks

- If absence is supported by a medical certificate or due to an excursion, participation in sports or academic competition or other school requirement, the student must complete the Request for an Extension form and medical form to the Head of Senior School.
- If the absence is due to other reasons (e.g. funeral of a close relative) the decision as to its bona fides will be made by the Head of Senior School in consultation with the teacher.
- If the absence is not supported by a medical certificate or is not deemed to be an acceptable reason for missing an assessment task by the Head of Senior School, the student may receive an 'N/UG' for the task.
- Request for an Extension form should be requested from the class teacher or Head of Senior School.

5.2 Consequence of Student Absence during an Examination

Semester Examinations are used to indicate the level of student achievement in VCE Unit 1 and 2. Depending on the individual student, the outcome of Semester Examinations can be used to determine if a Satisfactory (S) grade should be awarded. Semester Examinations can be used to determine student achievement of a Satisfactory (S) grade in VCE Unit 3, if required. Failure to attend Semester Examinations must be accompanied by a medical certificate and discussed with the Head of Senior School and subject teacher (Refer to Procedure for Senior School Examinations).

6. Year 12 Special Requirements

6.1 Year 12 Late Arrival, Early Departure Privileges

In order to assist students with the transition from secondary school to tertiary education, it is necessary to develop effective time management and organisational skills. In late Term 1, Year 12 students will be permitted, with parental permission, to arrive late and leave early. However, there are two exceptions to this privilege:

- i. All student must attend the Pastoral period/Assembly during Period 2 on Tuesdays.
- ii. Students are not permitted to leave early on Wednesday afternoon until directed by the Head of Senior School.

Students will be required to sign in and out using XUNO on the provided iPads in the front office. If arriving for Period 1, students will be required to attend Home Group. Failure to comply with the above specified conditions will result in the loss of privileges for a nominated time or permanently.

6.2 Year 12 Lunch Pass Privileges

From Term 2, students will be permitted to leave the campus at lunchtime except on Wednesdays to travel to Oakleigh or Hughesdale to purchase or eat lunch. Students will be required to sign in and out using XUNO on the provided iPads in the front office. Students may leave the School, if they have Period 4 free, at 12.00 pm but must be back by no later than 2.00 pm.

Failure to comply with the above specified conditions will result in the loss of privileges for a nominated time or permanently.

7. Related Policies

- VCE Policy
- VCE Redemption Procedure
- Senior School Assessment Procedure