



# College Absence Form

Signature PC teacher: \_\_\_\_\_

<b>Student:</b>	10 -11 - 12	PC:
<b>Student Mobile Ph:</b>	<b>Parent/Guardian Ph:</b>	
<b>Parent/Guardian:</b>		
<b>Parent/Guardian Email:</b>		

1. Provide complete details for whole day absences in timetable below.
2. Complete individual lesson absences in timetable – mark each box and include parent signature.
3. Absence Form should be returned within **5 days** of student's return to College. **Bundles of late notes may not be accepted.**
4. Have your PC teacher sign the absence form and submit to Student Services.
5. Incomplete or unacceptable reasons (see back of form) for absence will be returned to students for further information or clarification from Parent/Guardian

**PARENTS PLEASE DATE\* AND INDICATE INDIVIDUAL LESSONS MISSED ON THIS TIMETABLE. All absences for one week should be on ONE form.**

Monday <b>*Date:</b>	Tuesday <b>*Date:</b>	Wednesday <b>*Date:</b>	Thursday <b>*Date:</b>	Friday <b>*Date:</b>
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<b>Senior Times (Year 10-12)</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday (odd / even)</b>
<i>Period 1</i> 8:50 - 10:00 a.m. (70 min)	<b>C</b>	<b>A</b>	<b>F</b>	H (50 min) + PC (20 min)	<b>D</b>
<i>Period 2</i> 10:00 - 11:00 a.m. (60 min)	<b>H</b>	<b>G</b>	<b>D</b>	<b>G</b>	<b>C</b>
11:00 - 11:20 a.m. (20 min)	Recess				
<i>Period 3</i> 11:20 a.m. - 12:20 p.m. (60 min)	<b>G</b>	<b>E</b>	<b>A</b>	<b>B</b>	<b>H / G</b>
<i>Period 4</i> 12:20 - 1:30 p.m. (70 min)	<b>F</b>	<b>H</b>	<b>B</b>	<b>F</b>	<b>E</b>
1:30 - 2:00 p.m. (30 min)	Lunch				
<i>Period 5</i> 2:00 - 3:20* p.m. (80 min)	<b>E</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>A</b>

**Note Attachments:** Medical Certificate      Letter      Other (Specify):

From Day	To Day	Signature	Date signed
Date	Date		
Reason for Absence			

Date received:	Notes:		
Student services approved    Y    N	Attendance code:	Reviewed by:	Entered:

# Attendance Policy

## **BSSS policy 4.3.8 Attendance/Participation**

“It is expected that students will attend and participate in all scheduled classes/contact time/structured learning activities for the units in which they are enrolled, unless there is due cause and adequate documentary evidence is provided. Any student whose attendance falls below 90% of the scheduled classes/contact time or 90% participation in structured learning activities in a unit, without having due cause with adequate documentary evidence will be deemed to have voided the unit. However, the principal has the right to exercise discretion in special circumstances if satisfactory documentation is supplied. Colleges are responsible for implementing procedures to monitor participation in structured learning activities..”

## **DOCUMENTARY EVIDENCE IS REQUIRED AS SOON AS POSSIBLE AFTER THE ABSENCE. REPEATED OR EXTENDED ABSENCES FOR ILLNESS WILL REQUIRE A MEDICAL CERTIFICATE OR LETTER FROM MEDICAL PRACTITIONER.**

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.)
- Letter from doctor for chronic conditions. Absence notes must also be submitted for any absence.

***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:

- “with permission” from parents (reason must be given).
- Missing class due to work commitments
- Missing class because you have a driving lesson
- Missing class because you missed the bus
- Missing class to study or work on assignments
- Illness without satisfactory documentation (see above)
- ‘Personal reasons’ or “Family reasons/commitments” where no detail is provided (particularly if used repeatedly).
- “Rest day”

For each period of absence, the College requires students to complete an Absence Form (available at the Front Office or Student Services) and to attach any relevant documents. **The absence form should be returned to Student Services within 5 days of returning from the absence.** You can also complete, sign, scan and email to [mcss.studentservices@ed.act.edu.au](mailto:mcss.studentservices@ed.act.edu.au). We have a legal obligation to keep accurate attendance records for all students. Medical certificates are required for significant periods of absence.

Unexplained absences may affect any Centrelink payments, secondary bursary payments and other attendance linked payments. A printout of absences is available in Pastoral Care Groups which meet every second Wednesday at 11.50am. These also appear on semester reports.

For children up until the age of 17 the Education Act 2004, Part 2.221 10A states

### **The parents must ensure that the child attend**

- a) the school on every day, and during the times on every day, when the school is open for attendance; and
- b) every activity of the school (including attendance at an approved educational course) that the school requires the child to attend.

We are happy to assist in any way we can to ensure students attend college and successfully complete their year 12 certificate. Please contact the college if you have any queries or concerns.

**Student Services Team**