

30 January 2017

Senior School Student Attendance Requirements 2017

Dear Parent / Guardian

The Senior School Team would like to express our excitement and commitment towards working with your son / daughter during their important and final years at Scoresby Secondary College. We are looking forward to mentoring all our Senior School students and assisting them in making their schooling a positive and productive experience, as we strive for all our students to achieve their personal best.

Below are some important administrative practices relating to attendance that will be in place for our Senior School students this year, which we would like to bring to your attention.

In order to satisfactorily complete any unit of study at the VCE / VCAL level and while acting under the guidelines of the Victorian Curriculum Assessment Authority (VCAA), we require a student to **attend 90% of classes** within any given unit. Only approved absences do not contribute to the absence total. It is important to clarify that under VCAA guidelines, a note from a parent / guardian **may not** approve an absence. Medical certificates and / or approval in writing by the College Principal are, however, acceptable for approving an absence under the guidelines.

Therefore, to ensure accuracy with our attendance records, we request that the information presented below be followed by our students and supported by parents / guardians.

- All Year 12 students will be dismissed from the College at **1.10pm on Wednesdays** to attend either their VET course or to complete private study off campus. If students wish to remain at the College and study, they will need to sign in at the General Office prior to remaining in the Senior Hub to complete private study.
- Students in Year 12 are permitted to leave the College early to study at home if they have no scheduled classes during Period 5 on other days. This would include the event of a Period 5 class being cancelled due to a teacher absence. It should be noted however, that in these circumstances, students leaving the campus **must sign out in the General Office as they exit.**
- All students are required to be at the College by **8.50am** for the commencement of Period 1. Students who have study periods during the morning must complete their private study in the Senior Hub. Students are not permitted to leave the College Campus if they have no scheduled classes during the school day. During any study periods, Year 12 students should be in the Senior Hub completing private study.
- Assemblies will be scheduled every second Monday commencing at **8.30am** and students will need to ensure that they arrive on time to assembly with all required materials. Students should check their Compass news feed for information regarding assemblies. It is compulsory for all students to be in attendance at these assemblies and failure to do so will affect a student's attendance record.

In order for your son / daughter to be permitted to leave the College under the conditions listed above, we require parent / guardian written approval. Please sign the attached reply slip and return it to your student's Year Level Coordinator to indicate your acknowledgement and agreement with these terms of attendance.

We thank you in advance for your support in this matter and look forward to working with you.

Regards

Ellen Sawyer
Head of Senior School

Gail Major
College Principal



Parental Acknowledgement of Senior School Attendance Requirements

As a parent / guardian of a student in Year 12, I have read the Senior School Student Attendance Requirements letter and I hereby give my son / daughter permission to be dismissed from the College at the times specified in the letter dated 30 January 2017

Student Name _____

Parent Name

Parent Signature

Date