



# Year 12 VCE ATTENDANCE POLICY

## Rationale:

- Attendance at school is important for student learning.
- Having accurate records of students who are in the school at any moment is important.
- Year 12 VCE students have at least 5 periods of non-timetabled classes.

## Aims:

- To keep accurate records of students in the school
- To enable students to study in an environment that suits their learning needs

## Implementation:

- Year 12 Students are required to attend school 5 minutes prior to the start of their scheduled classes
- Year 12 Students may leave school at the conclusion of their scheduled classes
- Parent/Guardians must complete the permission form attached to this document if their child is going to arrive at school after 9 or leave prior to 3:15.
- Any student not present during period 1 must sign in with the Senior School Assistant
- Any student leaving school prior to 3:15 must sign out with the Senior School Assistant
- Students must remain at school from their first timetabled class until the conclusion of their last timetabled class
- Students who have not returned this permission form and arrive late or depart early will be treated as truant and consequences will be put in place
- Students who do not follow the sign in/sign out policy will also be considered to be truant

## Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

\_\_\_\_\_ (name) of \_\_\_\_ (form) has permission to arrive at school 5 mins prior to the start of their first timetabled class and may leave after their last timetabled class. If not present in period 1 they will sign in with the Senior School Assistant and if not at school during period 6 they will out with the Senior School Assistant.

\_\_\_\_\_ (parent signature)