

Hawker College's Attendance Policy

Students are expected to attend ALL their classes, GAS meetings and College Meetings. It is your responsibility to provide documentation for all absences.

□All students must attend 90% of the scheduled classes/contact time/structured learning activities in a unit. Failure to do so will result in a V grade. This means no score and/or grade and no standard units.

This means that a student can miss no more than 3 hours in a nine week term or 5 hours in a 16 week semester.

Students who have been absent from classes must present an acceptable note or Medical Certificate to their teachers on their return to their classes.

An attendance slip is to be attached to the note/medical certificate for staff to sign. The student is to return the notes to the Den area. Absence forms are available from the Den. There is a sample of this form in this diary.

If a student is going to be away for a long period of time they should advise the Executive Teacher Student Management and complete an Extended Absence form as soon as possible.

Attendance will be monitored regularly and phone calls to parents/ guardians will be made if any issues arise.

Note:

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A Doctor's certificate, note from parent or other evidence judged by the class teacher to be equivalent, or a recommendation from a staff member working in The Den are usually acceptable for explaining absences.

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An absence would normally be "approved" if caused by accident, illness, misadventure, or if recommended by the Den - such as representative sport, eisteddfod participation or because of religious observance.

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Absence because of family holidays would not be an approved absence and would not automatically lead to an allowance being made because of missed assessment work.

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Work commitments or appointments that could have been made at other times are not considered as approved leave.

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In the event of circumstances beyond your control that have an impact on your studies you are able to apply for Special Consideration. Application forms are kept in the Den. Discuss with year advisor, Executive teacher student Management or the Counsellor.

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Absences should be explained within 2 weeks of an absence to avoid possible V grade due to unexplained absences.