

ATTENDANCE

Achieving success at senior studies begins with students coming to school **each and every day**. Missing school can have a major impact on your child's future.

At Senior College absence is magnified as every day missed makes it harder to achieve success. A Year 12 student regularly absent has little hope of achieving success in the most important year of school. Each day a student misses puts them behind, and can affect their educational outcomes.

If for any reason your student must miss school, there are things we can do together to ensure they don't fall behind:

- Contact the college to find out your student's attendance rates or check parent portal to find out this information. Your student's attendance rate is also published for each subject on all reports.
- Speak with your student's Sub School Leader and teachers to find out what work your student needs to do to keep up.
- Get your student back to school as quickly as possible.
- Your student's Sub School Leader will contact you directly if your student's attendance level is too low.

As Year 11 and 12 are particularly demanding in their workload it is strongly recommended that families do not arrange holidays, trips or appointments during the school terms or the school day. This can cause undue stress on your student trying to catch up and keep up with the class work. All appointments should be made outside school hours. Assessment tasks are held continually throughout the year and **must** be sat on the scheduled day.

All VCE, VET and VCAL subjects have a **compulsory** attendance requirement.

The minimum attendance rate is 90%. Parents will be contacted for ongoing absences.

Students with poor attendance are at risk of failing one or more subjects which may lead to a possible exit from the college.

Reporting Absences

All absences must be verified in ONE of the following ways:

- Phone Line 50222893 This is a 24-hour service. Please leave a message giving your student's name and the reason for the absence.
- Email – attendanceofficer@milsen.vic.edu.au
- Provide a medical certificate.
- Provide an appointment notification.
- Provide a signed and dated note.

If your student is absent for a SAC they MUST notify the school immediately. A doctor's certificate is required to be eligible to re sit the SAC for a score at an alternative time.