

700 STUDENT ENGAGEMENT & WELLBEING	
722 Student Attendance and Leave	
School Policy and Advisory Guide Reference: www.education.vic.gov.au/management/governance/spag/safety/supervision/supervision.htm#H2N100E6	Last Update June 2012
Last Ratified by School Council	Date Month Year
Line Manager	Cassandra Walters

This policy is made in accordance with the Department guidelines.

The College's focus on improved attendance rates reflects the findings of international research that demonstrates a strong correlation between students learning, longer-term life outcomes, attendance at school and appropriate participation in education programs.

It is crucial that students develop habits of regular attendance. Poor patterns of attendance place students at risk of not achieving their educational, social and psychological potential and are disadvantaged in the quality of choices they are able to make in later life situations.

It is imperative that all students attend college regularly to ensure they are able to take best advantage of the educational opportunities offered by the college.

GUIDELINES

A. Expectations and Parent Consent

All students enrolled at Wodonga Senior Secondary College are expected to be regular and punctual in attendance. Students are required by law to attend college until they reach the age of seventeen. All students who have been absent, must bring a note from their parents or guardian explaining their absence within five days. These notes must be handed in to the office, signed and dated by the parent. Prolonged absence or regular non approved absence may result in the student receiving an **N** or **UG** for a required assessment task, work requirement or Unit of study.

If a student is going to be away for a prolonged period, parents are requested to notify the college office in advance.

Students receiving Austudy/Youth Allowance must comply with the above expectations, as Centrelink will penalise students with more than five days un-approved absences. *More than five un-approved absences per term, results in a fourteen day penalty and non-payment for the days not at college above this level.*

Independent students write their own approval notes and should provide evidence where possible to support days away from college, such as a doctor's certificate. Notes written by independent students should be counter signed by the Student Wellbeing Coordinator, Principal Class and or the relevant Year Level Coordinator for verification, see *Independent Student Policy 423*.

B. Special Conditions of College Leave

Leave Passes

Students must seek permission to leave the grounds at any time including lunch time or recess break. Any student who wishes to leave the grounds for any reason other than those listed below **MUST** bring a note from home (signed by their parent/guardian). If they are attending an appointment or on business that cannot be carried out in lunch time, they should take their explanatory note to their Year Level Coordinator or Assistant Principal.

Students wishing to leave must receive a Pass from the Year Level Coordinator or Assistant Principals and have both their note and form signed by the Level Coordinator.

Permanent Lunch Pass

Students who go home regularly for lunch must fill out a special request form that is signed by parents or guardians at the start of each year prior to the Principal granting a permanent lunch pass. Permanent Lunch Passes are granted to students who live within 1 km of the school. Exceptions may be made for students who have a licence to drive a car or other motor vehicle. Students granted such passes must carry these passes at all times and present them to staff upon request.

Lunch pass holders are not permitted to buy or consume lunch 'down the street', nor are they permitted to visit friends' houses to eat lunch. Students who fail to comply with these requirements will have their lunch passes withdrawn. Lunch pass holders are expected back at college ten minutes before the end of lunchtime. They do not have to sign in and out of the college at lunch time.

This pass applies to students in Years 10, 11 and 12.

Permanent Lunch Pass to Go Down the Street

Parent/Guardians who wish to allow their child to go down the street during lunch breaks must fill out a special request form at the start of each year prior to the Principal granting a permanent pass. Students granted such passes must carry these passes at all times and present them to staff upon request.

Students with permanent passes to go down the street are expected back at college ten minutes before the end of lunchtime. They do not have to sign in and out of the college at lunch time.

This pass applies to students in Years 10, 11 and 12.

Unexpected Illness

Any student who needs to leave the college during the course of the day due to illness should go to the General Office to see the First Aide Attendant **before leaving**. The student's Parent/Guardian will be contacted should the student need to leave.

Independent Student Activity (Unsupervised excursion)

Students involved in unsupervised, school work-related activities "outside college", must have written parent/guardian permission and obtain subject teacher's endorsement.

Private Study Attendance for Year 12 and VET students

All students are expected to use their private study time effectively and remain at college in Study Centre for study purposes. Students must have their name marked off the role by the teacher supervising the study session.

Class Attendance

Full attendance is expected at all classes. If attendance falls below 80%, a student is at risk of failing the subject by receiving an N for a work requirement as per VCE policy and guidelines.

Subject based special activities (e.g. Theatre Performance, Field Trip)

Students are expected to attend all special activities prescribed by the subjects in which they enrol.

Special Passes

Students undertaking modified enrolments will be provided with a pass to indicate to staff on duty the conditions/times at which they may leave the school grounds.

Wellbeing Appointments

Students needing wellbeing support are able to make appointments to see the College Wellbeing staff. These appointments may be during class time and will be entered on the Roll Marking System as an approved absence by the Wellbeing staff member. Students must make appointment times with Wellbeing staff – they cannot just turn up hoping to meet with these staff. Students in distress will be supported promptly and will take priority over previous scheduled appointments as necessary.

Application for a Permanent Lunch Pass

Explanation to Parents and Students

All students in Years 10 to 12 are expected to remain at school during the school day. Our strong preference is that all students eat their lunch at school. This adds to each student’s sense of belonging to the school and enables their participation in lunchtime activity programs. We operate a canteen that offers a wide range of food and drinks at competitive prices and eftpos facilities.

Please note that **students may not leave the school grounds unless written permission to do so is obtained from an Assistant Principal or the Principal in advance.** This applies at recess, lunch time and during class time.

As a normal practice **students who leave school without first getting permission from an Assistant Principal or the Principal will be placed on SUSPENSION.** It is unacceptable for students to claim afterwards that they had parental permission to leave - they must have our written permission to do so before they leave.

A Permanent Lunch Pass is available in cases where **students live near to the school** and are able to be supervised at home during the lunch break. If you want your child to have a Permanent Lunch Pass please complete the slip below and return it to the Office to be approved by an Assistant Principal.

The Permanent Lunch Pass we issue is countersigned, numbered and on durable card. Students are expected to carry it on them. Students who do not carry a Permanent Lunch Pass will be denied permission to leave the school by teachers who see them attempting to do so and may be directed to a Coordinator for disciplinary action.

- **Does a Permanent Lunch Pass enable a student to go to the Plaza or to other shops?**
NO! To enable this we require a special, written request signed by a parent for each occasion
- **Does a Permanent Lunch Pass enable a student to leave the school at recess time?**
NO!
- **What happens if a student abuses the privilege of having a Permanent Lunch Pass?**
Parents will be informed and it may be rescinded.
- **Are other students allowed to accompany a student who has a Permanent Lunch Pass?**
NO! Other students also need special permission from the school to leave school grounds

Application for a Permanent Lunch Pass

Dear Principal,

We live at (insert street address). Our contact telephone number during lunchtimes is (insert telephone number). I / We will be able to provide adult supervision at home during lunchtimes for my / our child.

I / We request that you provide (insert full name of student) with a Permanent Lunch Pass.

Name of Parent: **Signed:** **Date:**/...../.....

OFFICE USE ONLY		
Approved By:.....	Signed:.....	Pass Number <input type="text"/>