

Year 10-12 Attendance Policy

At Hampton Park Secondary College we recommend that students miss as little school as possible. In Senior School students are required to meet a rate of attendance of 90% per subject. After a student has been absent from school, on the day they return they must provide a note from their parent/caregiver to explain the absence. If a student is absent on the day of a SAC they are required to provide a medical certificate to be allowed to sit the SAC for marks.

A student is allowed to have 3 unapproved absences per semester, any absence after that they are required to provide a medical certificate to explain their absence.

Specific attendance and lateness requirements for VCE students MUST be adhered to.

Students who are ill should be encouraged to go to the doctor.

Exceptions that do not count towards the three days:

- Absences with a medical certificate
- Part day absences approved by the First Aid attendant
- Suspension
- Family trauma
- Absences with a note from parent/caregiver

Why is this attendance policy necessary?

- To reach their potential at school, students need to attend school regularly.
- Changes to the VCE have meant that most School Assessed Coursework must be completed during class time.

- Missed work **MUST** be caught up on.
- There is a far greater chance of a student becoming an early school leaver if they don't attend school regularly.
- We intend to account for the whereabouts of our students daily.
- To prepare students for expectations of industry, TAFE and VET courses.
- We are required by VCAA to authenticate all work completed by the students in the VCE and the VCAL programs, this is done by students attending regularly and completing work in class.

What do you do when your child is absent from school?

If your son/daughter is going to be absent for any reason please telephone:

8795 9444

This is a dedicated phone number with an answering machine.

Please leave your child's:

- **Name**
- **Home Group**
- **Date of phone call**
- **Length of absence**

Please note: All phone calls must be followed up with a note from the parent/caregiver or a medical certificate.

SMS Messaging

An SMS text message will be automatically sent to parents/caregivers during Period 1 if your child is absent and the school has not been notified.