

## ATTENDANCE

It is an expectation of our society that we keep appointments and arrive punctually. Alternatively apologies are warranted, preferably in advance if such appointments cannot be met. The Student Enrolment Agreement includes a student commitment to regularly and punctually attend all lessons and activities.

As part of the college's emphasis is on a workplace ethos, students are responsible for the monitoring and explanation of non-attendance. Maintaining a diary and seeing teachers to verify the reasons for any absences is essential, wherever possible teachers should be notified in advance of an absence.

### **Don't Miss Any Lessons!**

**At the PET campus each lesson is two hours long and year 11 and 12 subjects cover so much in a short period of time. Missing one assessment task can prevent a student from receiving a grade higher than a 'D'. In almost all cases where students have been unsuccessful unsatisfactory attendance is the greatest contributing factor! Students who miss a number of lessons can be required to make up that time during their free periods.**

### **John Tonkin College Policy**

An absence is defined as any time a student does not attend a scheduled class.

For instance a student is deemed absent if they are:

- ✓ legitimately ill (covered by a parent /guardian diary entry or a medical certificate)
- ✓ on an excursion (for another subject)
- ✓ representing the college at a function
- ✓ asked to leave a lesson for any breach of the College Code of Conduct (behaviour, dress)

The reason for this position is to ensure that each student realises it is their responsibility to fulfil academic programs and to prioritise out of class activities. Attendance is monitored by teachers and central records are also kept by Student Development and Support Services. Parents are notified Daily of student absences through a computerised program by SMS message to a mobile phone. Parents are notified in writing if students fail to maintain satisfactory attendance or commitment to their educational program.

Students are expected to be present for all lessons unless there is a legitimate reason for being absent. Any absence has the potential to affect the learning and assessment programs of the student.

## What to Do When You Are Absent

- ✓ Record the absence in your diary and get your parent/guardian's signature.
- ✓ Explain the absence and show your diary to every teacher whose class you have missed and you're Advocate at your next meeting. Present notes to Student Development and Support Staff services for recording your explanations for absence.
- ✓ You will require a medical certificate if you are absent for more than 3 days. Show it to your Advocate and Student Services for recording on your behalf.
- ✓ If you are going to be absent for a prolonged period you must contact your Advocate, who will notify your teachers and Student Services.
- ✓ If you are absent for two consecutive weeks without explanation (contact the college administration), your enrolment will be reviewed.



Information Online →

[Department of Education Policy: Student Attendance](#)