

Student absence form



DICKSON COLLEGE
excellence opportunity community

Please use BLOCK LETTERS when completing this form.

Name:

ID Number:

Year 11

Year 12

Address and contact details: **Mobile:**

..... **Home:**

Absence/s being explained: Term Week Dates: __/__/2011 to __/__/2011

Please indicate classes you have missed by placing an X on the timetable below.

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00	1	2	6	7	5
10.00	3	6	4	5	1
11.00	Recess				
11.15	5	6	4	5	1
12.15	M.A.P.S.	3	7	4	2
1.15	Lunch				
2.00	7	3	7	3	2
3.00	4	1	2	R Units	6

Reason/s for absence: Medical certificate attached: Yes No
A separate note may be attached if needed.

.....
.....

"I have read and understand the information presented over the page."

Name:

Contact Number:

Signed: Relationship to student: parent / carer

<p><i>Office use only:</i></p> <p>Approved by:(Student Services Welfare officer)</p> <p>Processed by: (Student Services administration officer) on/...../2011</p>

Advice for students, parents and carers:

“Due cause with adequate documentary evidence” (ACT BSSS) and a “reasonable excuse” (ACT Education Act 2004 Part2.2 10A (3)) are required for students to explain absence from class.

Examples of a ‘reasonable excuse’ for a child’s absence may include:

- illness, including recovery from major illness, injury or medical condition
- medical or dental treatment
- bereavement
- religious or cultural observation
- sanctioned extended absence in relation to children of travelling families, attendance at court or other legal hearings, or meetings associated with hearings
- participation in sanctioned debates, eisteddfods, sports, musical or theatrical productions not directly arranged by the school, or
- participation in interstate, national, or international sporting event or equivalent.

If a student has too many unexplained absences in a unit they will be deemed ‘not assessable’ and will receive a V-grade for that unit.

The ACT Board of Senior Secondary Studies policy on attendance states:

“Any student whose attendance falls below 90% of the scheduled classes/contact time/structured learning activities in a unit, without having due cause with adequate documentary evidence will be deemed to have voided [v-graded] the unit.”

More information is available from the ACT Board of Senior Secondary Studies at www.bsss.act.edu.au.

Term dates for 2011:

TERM 1		TERM 2	
WEEK	DATES	WEEK	DATES
1	February 7 – 11	11	May 2 – 6
2	February 14 – 18	12	May 9 – 13
3	February 21 – 25	13	May 16 – 20
4	February 28 – March 4	14	May 23 – 27
5	March 7 – 11	15	May 30 – June 3
6	March 14 – 18	16	June 6 – 10
7	March 21 – 25	17	June 13 – 17
8	March 28 – April 1	18	June 20 – 24
9	April 4 – 8	19	June 27 – July 1
10	April 11 – 15	20	July 4 – July 8

TERM 3		TERM 4	
WEEK	DATES	WEEK	DATES
1	July 25 – 29	11	October 17– 21
2	August 1 – 5	12	October 24 – 28
3	August 8 – 12	13	October 31 – Nov 4
4	August 15 – 19	14	November 7 – 11
5	August 22 – 26	15	November 14 – 18
6	August 29 – Sept 2	16	November 21 – 25
7	September 5 - 9	17	November 28 – Dec 2
8	September 12 – 16	18	November 5 – 9
9	September 19 – 23	19	December 12 – 16
10	September 26 – 30	20	December 19 – 23

Please contact the college on 02 6205 6455 to discuss student attendance and progress. You can also send us an email: info@dicksonc.act.edu.au or visit us online: www.dicksonc.act.edu.au.

* Please note: If you receive income support from the Australian Government, Centrelink will monitor your enrolment and attendance at Dickson College. Your income support payments may be affected if you do not meet Centrelink’s requirements. See www.centrelink.gov.au.