

DICKSON COLLEGE ATTENDANCE PROCEDURES

1. Teachers maintain **class rolls** and note when a student is present, absent (A), or late (P).
2. Teachers maintain **electronic rolls** and enter data from class rolls. Teachers also note if a class was cancelled (C) or if students were on excursion (E).
3. On their return to college, students who have been absent hand in **completed leave/absence forms** with parent/guardian signature for approval at Student Services.
4. Students who live independently may sign their own leave/absence forms, but only after registering with Student Services as an **independent student**.
5. A **medical certificate** is required if a student is absent for more than 2 days consecutively, and for absences during exam or assessment periods. In these cases, **special consideration** may be given to a student for assessment items.
6. Student Services staff enter absence/leave data on electronic rolls.
7. Student Services staff also enter electronic data relating to absence from class for work experience (W), apprenticeship or other sanctioned program (I), or for suspension (Z).
8. Student Welfare Coordinators regularly **monitor students' absences** and students/parents are contacted where there is a concern the student may **V grade** (Void) a unit due to the number of unexplained absences. (BSSS policy states that a student whose attendance falls below 90% in any unit and does not provide adequate documentary evidence to explain the absences will V grade the unit).
9. **V grade warning letters** are sent home to parents of students who have 3 or more unexplained absences per term or 6 per semester. Parents are then encouraged to contact Student Services to discuss the absences.
10. Students wishing to take **extended leave** from college must negotiate the leave with Student Services beforehand. Students then take an **extended leave form**, signed by the Student Services Executive, to each of their teachers to comment on any work/assessment item to be completed prior to (or during) the leave.