

Student Absence Form 2020

Name: _____ **ID Number** _____

Year: 11 12 (circle one)

Absences being explained: Term _____ Week _____

Dates: ____ / ____ / 2020 To ____ / ____ / 2020

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

Please contact the college on 02 6142 0140 to discuss student attendance and progress.

You can also explain student absences via email to: dicksonc.absences@ed.act.edu.au

Student Timetable 2020					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:50 – 10:20	1 (A)	6 (B)	5 (C)	2 (D)	4 (E)
10:20 – 10:40	Recess	Recess	Recess	Recess	Recess
10:40 – 11:45	2 (F)	7 (G)	4 (H)	5 (I)	6 (J)
11:45 – 1:15	3 (K)	8 (L)	7 (M)	8 (N)	3 (O)
				12:45 - 1:25 Lunch	12:45 – 1:25 Lunch
1:15 – 1:55	Lunch	Lunch	Lunch	1:25 – 2:30	1:25 – 2:30
1:55 – 3:00	4 (P)	1 (Q)	2 (R)	1 (S)	8 (T)
				2:30	2:30 - 3:30
3:00 – 4:00	5 (U)	3 (V)	6 (W)	9 (X)	7 (Y)
				3:30 finish time	

Medical certificate attached: Yes No

Were you absent for the whole day(s)? Yes No

State reason/s for absence:

See reverse side for more information (A separate note may be attached if needed.)

“I have read and understand the information presented over the page.”

Parent/Carer Name: _____ Parent/Carer Signature: _____

Contact Number: _____ Relationship to student: parent / carer

Office use only:

Approved/Not Approved by _____ (Year Coordinator/Faculty Head Teacher)

Student Wellbeing Officer _____ Date: ____ / ____ / 2020

Advice for students, parents and carers:

“Due cause with adequate documentary evidence” (ACT BSSS) and a “reasonable excuse” (ACT Education Act 2004 Part 2.2 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 – **doctors certificate is required for extended illness**
- 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 2020:

TERM 1		TERM 2	
WEEK	DATES	WEEK	DATES
1	February 3 – 7	11	April 27 – May 1
2	February 10 – 14	12	May 4 – 8
3	February 17 – 21	13	May 11 – 15
4	February 24 – February 28	14	May 18 – 22
5	March 2 – 6	15	May 25 – 29
6	March 9 – 13	16	June 1 – 5
7	March 16 – 20	17	June 8 – 12
8	March 23 – 27	18	June 15 – 19
9	March 30 – April 3	19	June 22 – 26
10	April 6 – 9	20	June 29 – July 3

TERM 3		TERM 4	
WEEK	DATES	WEEK	DATES
1	July 20 – 24	11	October 12 – 16
2	July 27 – 31	12	October 19 – 23
3	August 3 – 7	13	October 26 – 30
4	August 10 – 14	14	November 2 – 6
5	August 17 – 21	15	November 9 – 13
6	August 24 – 28	16	November 16 – 20
7	August 31 – September 4	17	November 23 – 27
8	September 7 – 11	18	November 30 – December 4
9	September 14 – 18	19	December 7 – 11
10	September 21 – 25	20	December 14 – 17

Please contact the college on 02 6142 0140 to discuss student attendance and progress. You can also send us an email: dicksonc.absences@ed.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.