

Student Absences:

Advice for students, parents and carers

The Student Wellbeing Team would like to remind parents and students that it is important to submit absence forms as soon as possible after the absence – within 2 weeks of returning from absence. A note explaining an absence must include at least the following:

- The date the student was away
- The reason the student was away
- If the student was only away for part of a school day, the time of arrival and/or departure.

“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
- 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.

Examples of what is not considered a reasonable excuse include:

- having to work, driving lessons or a driving test (students are expected to prioritise their education and arrange part-time jobs and other commitments around their school timetable and study schedule)
- sleeping in
- missing the bus
- studying for a test or completing homework or assignments
- long bus travel as they live far from Dickson College

Notes that just say the student was absent without providing a reason are recorded as unexplained absences as the reason for the absence has not been given.

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.”

Please contact the college on 02 6241 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.