

Student Absence Form 2019

Name: _____ **ID Number** _____

Year: 11 12

Absences being explained: Term _____ Week _____

Dates: ____ / ____ / 2019 To ____ / ____ / 2019

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 2019					
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 Lunch	12:45 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)
3:00 – 4:00	5 (U)	3 (V)	6 (W)	2:30	2:30 - 3:30
				9 (X) Extra-Curricular Extension & Sport	7 (Y)
					3:30

Medical certificate attached: Yes No

Were you absence for the whole day? 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: ____ / ____ / 2019

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 2019:

TERM 1		TERM 2	
WEEK	DATES	WEEK	DATES
1	February 4 – 8	11	April 29 – May 3
2	February 11 – 15	12	May 6 – 10
3	February 18 – 22	13	May 13 – 17
4	February 25 – March 1	14	May 20 – 24
5	March 4 – 8	15	May 27 – 31
6	March 11 – 15	16	June 3 – 7
7	March 18 – 22	17	June 10 – 14
8	March 25 – 29	18	June 17 – 21
9	April 1 – 5	19	June 24 – 28
10	April 8 – 12	20	July 1 – 5

TERM 3		TERM 4	
WEEK	DATES	WEEK	DATES
1	July 22 – 26	11	October 14 – 18
2	July 29 – August 2	12	October 21 – 25
3	August 5 – 9	13	October 28 – Nov 1
4	August 12 – 16	14	November 4 – 8
5	August 19 – 23	15	November 11 – 15
6	August 26 – 31	16	November 18 – 22
7	September 2 – 6	17	November 25 – 29
8	September 9 – 13	18	December 2 – 6
9	September 16 – 20	19	December 9 – 13
10	September 23 – 27	20	December 16 – 20

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.