



Student Absence Form 2021

Name: _____ **ID Number** _____

Year: 11 12 (circle one)

Absences being explained: Term _____ Week _____

Dates: ____ / ____ / 2021 To ____ / ____ / 2021

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 2021					
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 – 11:40	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	1:30 – 2:25	1:30 – 2:25
1:55 – 2:55	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)	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: ____ / ____ / 2021

Advice for students, parents and carers:

“Due cause with adequate documentary evidence” (ACT BSSS) and a “reasonable excuse” required for students to explain absence from class. Refer to ACT Education Directorate policies for more information.

https://www.education.act.gov.au/publications_and_policies/School-and-Corporate-Policies/student-administration/enrolment-and-attendance/education-participation-enrolment-and-attendance-policy

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

- illness, including recovery from major illness, injury or medical or mental health condition – **doctors certificate is required for extended illness (3or more days) or when assessment item is missed.**
- 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.
- carers leave

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 http://www.bsss.act.edu.au/_data/assets/pdf_file/0004/479803/_P_and_P_Manual_2021_v3.pdf
4.3.8

Term dates for 2021:

TERM 1		TERM 2	
WEEK	DATES	WEEK	DATES
1	February 1 – 5	11	April 19 – 23
2	February 8 – 12	12	April 26 – 30
3	February 15 – 19	13	May 3 – 7
4	February 22 – 26	14	May 10 – 14
5	March 1 – 5	15	May 17 – 21
6	March 8 – 12	16	May 24 – 28
7	March 15 – 19	17	May 31 – June 4
8	March 22 – 26	18	June 7 – 11
9	March 29 – April 1	19	June 14 – 18
		20	June 21 – June 25

TERM 3		TERM 4	
WEEK	DATES	WEEK	DATES
1	July 12 – 16	11	October 4 – 8
2	July 19 – 23	12	October 11 – 15
3	July 26 - 30	13	October 18 – 22
4	August 2 – 6	14	October 25 – 29
5	August 9 – 13	15	November 1 – 5
6	August 16 – 20	16	November 8 – 12
7	August 23 – 27	17	November 15 – 19
8	August 30 – September 3	18	November 22 – 26
9	September 6 – 10	19	November 29 – December 3
10	September 13 – 17	20	December 6 – 10
		21	December 13 - 17

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* 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.