

**Student Absence Form 2024**

Student Name:	
Student ID:	
Year:	11/12
Absence Details:	Term ____ Week ____ Date: ____ / ____ / 2024 to ____ / ____ / 2024

Indicate the class(es) you have missed by placing an X on the timetable below.

Monday	Tuesday	Wednesday	Thursday	Friday
Line 1 8.50-9.40	Line 6 8.50-10.20	Line 5 8.50-10.20	Line 8 8.50-10.20	Line 4 8.50-10.20
Line 2 9.40-10.30				
Line 3 10.30-11.20	Recess 10.20 - 10.35	Recess 10.20 - 10.35	Recess 10.20 - 10.35	Recess 10.20 - 10.35
Line 4 11.20-12.10	Line 7 10.35-12.05	Line 3 10.35-12.05	Line 1 10.35-12.05	Line 2 10.35-12.05
Break 12.10-12.40				
Line 5 12.40-1.30	Lunch 12.05-12.40	Lunch 12.05-12.40	Lunch 12.05-12.40	Lunch 12.05-12.40
Line 6 1.30-2.20	Line 8 12.40-1.50	Line 4 12.40-1.50	Line 6 12.40-1.50	Line 5 12.40-1.50
Line 7 2.20-3.10	Line 1 1.50-3.00	Line 2 1.50-3.00	Line 7 1.50-3.00	Line 3 1.50-3.00
Line 8 3.10-4.00				

**ABSENCE EXPLANATION DETAILS (see overleaf for more information):**


Medical Certificate Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were you absent for the whole day(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a recurring absence? (If yes, meet with your Engagement Advisor to discuss ongoing absences)	<input type="checkbox"/> Yes <input type="checkbox"/> No

**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 – To be completed by Engagement Advisor/Absence Officer:*

Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Engagement Advisor:	Date: ____ / ____ / 2024
Entered into SENTRAL <input type="checkbox"/> Yes <input type="checkbox"/> No	Absence Officer:	Date: ____ / ____ / 2024

## Advice for students, parents and carers regarding absences

“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

[education.act.gov.au/publications\\_and\\_policies/School-and-Corporate-Policies/student-administration/enrolment-and-attendance/education-participation-enrolment-and-attendance-policy](http://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 – **medical certificate is required for extended illness (3 or more days) and 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.
- Carer’s leave

If a student has too many unexplained absences in a unit, they will be deemed ‘not assessable’ and will receive a Void (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 [bsss.act.edu.au](http://bsss.act.edu.au).

### Term dates for 2024:

TERM 1		TERM 2	
WEEK	DATES	WEEK	DATES
1	January 30 – February 2	12	April 30 – May 3
2	February 5 – 9	13	May 6 – 10
3	February 12 – 16	14	May 13 – 17
4	February 19 – 23	15	May 20 – 24
5	February 26 – March 1	16	May 27 – 31
6	March 4 – 8	17	June 3 – 7
7	March 11 – 15	18	June 10 – 14
8	March 18 – 22	19	June 17 – 21
9	March 25 – 29	20	June 24 – 28
10	April 1 – 5	21	July 1 - 5
11	April 8 - 12		

TERM 3		TERM 4	
WEEK	DATES	WEEK	DATES
1	July 23 – 26	11	October 15 – 18
2	July 29 – August 2	12	October 21 – 25
3	August 5 - 9	13	October 28 – November 1
4	August 12 - 16	14	November 4 - 8
5	August 19 - 23	15	November 11 – 15
6	August 26 – 30	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 – 17

Please contact the college on 6142 0140 to discuss student attendance and progress. Student absences can be explained by emailing [dicksonc.absences@ed.act.edu.au](mailto:dicksonc.absences@ed.act.edu.au) or responding to daily absence notifications by SMS. 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.