



Catholic Regional College Sydenham

Policy: Student Attendance, Achievement and Promotion

At Catholic Regional College Sydenham we acknowledge that the effectiveness of the learning and teaching program is dependent upon each student making maximum use of the available teacher and school contact time. It is expected that all students, as a condition of enrolment, agree to attend all classes unless ill. Therefore, the College requires communication from parents/guardians for all absences via either a written note or a phone call. The Student Attendance, Achievement and Promotion Policy at Catholic Regional College Sydenham provides requirements for student progression from one year level to the next. It is the basis for the course selection processes for Years 11 and 12 and for students wishing to participate in accelerated studies.

Student promotion from one year level to the next

In order for both VCE and VCAL students to be promoted to the next year level, the following requirements apply:

- Students must demonstrate, through his/her behaviour and attendance, a commitment to the values of the College. This includes attendance and participation at official College functions;
- Students must receive a Satisfactory (S) overall result in at least 75% of VCE/VCAL/VET units undertaken in a calendar year;
- Dependent upon grades and attendance in Year 10, students enrolling in Year 11 for the following year will be assessed by Catholic Regional College Sydenham with an offer made by the College for access to one of the following programs: VCE, Unsourced VCE or VCAL;
- Following analysis of the student's grades and attendance in Year 11, students wishing to enrol in Year 12 for the following year will be assessed by the College with an offer made to access one of the following programs: VCE, Unsourced VCE or VCAL;
- The College reserves the right to refuse enrolment to a senior secondary pathway where a student has not been assessed as capable, able or prepared for the course of study.
- All students are required to successfully complete at least one unit of study in Religious Education. Students who do not pass this unit will be required to repeat the unit in the following semester. A student who receives an N in an RE unit after two attempts will be required to meet with the Principal to discuss their future enrolment at the College.

In order for a VCE or VCAL student to be promoted to the next unit of study, it is expected that the student receive a Satisfactory (S) overall result in the preceding unit with a minimum of a 60% average in VCE studies.

It should be noted that at all times, the process of promotion to the next year level would be based upon the individual needs of each student and consideration of circumstances which have affected, or may be affecting the student's progress. The final decision in regard to promotion will be at the discretion of the Principal.

The Student Pathways and Community Engagement Team (SPACE) meets regularly to manage pathway options so as to best meet the individual needs of students and to facilitate student transition to appropriate and sustainable post school destinations. The Principal designates responsibility to this team to make decisions pertaining to the implementation of College policies. A student may appeal decisions directly to the Principal.



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Attendance Requirements

Student attendance will be marked every lesson. Students are required to attend the College for all scheduled classes. In order to be eligible to receive an “S” (Satisfactory) result:

- Unapproved Absences must not exceed more than two hundred and fifty minutes of class time for each specific subject within a semester of study. Students who exceed this limit and do not meet the attendance requirements will receive an ‘N’ (Not Satisfactory) result for the relevant unit;
- Students must be marked as “present” for a minimum of 70% of all scheduled classes. The 70% attendance requirement allows for a combined total of 30% approved and unapproved absences.

Family holidays are not approved absences. Families should not plan a holiday during school time where students in Year 11 or 12 will miss classes. Students receive 12 weeks per year of non-tuition time where holidays can be taken. Holidays during school time in Year 11 and 12 jeopardise a students’ opportunity for success and as such the College cannot sanction such time out of class. Absences from class during a period of suspension will be classified as unapproved absence.

An absence from any class is considered to be an “unapproved absence”, except for the following circumstances that will allow for an “approved absence”:

- A medical certificate that complies with the guidelines of the Australian Medical Association regarding the period of illness accompanied by a note or phone call from a parent/guardian is provided;
- A statutory declaration made by parents/guardians is provided. This may be used only to approve an absence due to illness for a single day and only if it is provided to the College on the school day following the absence. A statutory declaration will not be accepted to approve absences for classes where a School Assessed Coursework task (SAC) is scheduled.

The Student Pathway and Community Engagement Team may also approve absences where the parent/guardian has discussed with the Cluster Coordinator/Director of Community Engagement the exceptional circumstances that prevent attendance (e.g. family tragedy). Students who do not attend class for the following reasons will be recorded as “School Approved Activity”:

- Students who attend a meeting with the Principal or his/her nominee for school related purposes (e.g. a meeting with the College Counsellor, Social Worker etc.);
- Students who attend other school related activities such as participation in College sports teams or attendance at an overnight camp for College purposes.

The College reserves the right to authenticate all Medical Certificates with the issuing practitioner. Any Medical Certificates found to be fraudulent will result in the student and their parent/guardian being required to meet with the Principal to discuss their future enrolment.



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VCE Requirements

Units 1 - 4 in all VCE studies are conducted under the auspice of the Victorian Curriculum Assessment Authority (VCAA). Successful completion of the Victorian Certificate of Education (VCE) is dependent on a student's two or three year program and must include a satisfactory completion of a minimum of 16 units which include:

- 3 units from the English group;
- 3 sequences of Units 3 and 4 studies other than English.

Victorian Tertiary Admissions Centre (VTAC) also advises that for the calculation of a student's ATAR (Australian Tertiary Admission Rank) the satisfactory completion of both Units 3 and 4 of an English study is required.

VCAL Requirements

All VCAL studies are conducted under the auspice of the Victorian Curriculum Assessment Authority (VCAA). To be awarded the VCAL, students must successfully complete a learning program, which is designed to comply with the following credit requirements.

It must:

- Be made up of 10 credits
- Include curriculum components from each of the following four VCAL curriculum strands:
 - a) Literacy and Numeracy Skills
 - b) Industry Specific Skills
 - c) Work Related Skills
 - d) Personal Development Skills.
- Include:
 - a minimum of two VCAL units;
 - in the Literacy and Numeracy Skills strand, curriculum components to the value of one credit for literacy and one credit for numeracy;
 - in each of the remaining three strands, curriculum components to the value of at least one credit in each;
 - curriculum components to the value of six credits at the level of the VCAL award, of which one must be for Literacy and one credit must be for a VCAL Personal Development Skills unit.

At the VCAL Intermediate and Senior levels, the learning program must include accredited Vocational Education and Training (VET) curriculum components to the value of a minimum of one credit in the Industry Specific Skills Strand.

VET Requirements

Vocational Education and Training Programs are conducted under the auspices of various Registered Training Organisations. In order to be eligible to successfully complete the requirements of the program, students are permitted to be absent from no more than two weekly sessions (or the relevant time equivalent). Failure to abide by this commitment may result in student withdrawal from the program.

In order to be promoted into the second year of a VET program students must demonstrate competency for at least 75% of the combined nominal hours for all units of competency within the program.

Students who receive an N in year 12 will have their early dismissal/late arrival privileges revoked and be required to complete supervised study in Study Hall during these periods for the remainder of the year.



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Implementation - Pastoral Intervention for 'At Risk' Students

If a student receives two or more 'N' results, the following process will occur:

- The Cluster Coordinator or representative will discuss the concern at a meeting of the Student Pathway and Community Engagement Team
- An interview with the student and parent/guardian will be organised to discuss strategies required for:
 - the student to obtain a level of achievement to progress to the next year level, or
 - the student to consolidate their learning and studies at the current year level.
- The student will be placed on a learning contract that will specify conditions that must be adhered to in order to ensure their future progression.

All students who are deemed to be 'at risk' due to concerns over their academic progress will be placed on a learning contract outlining how the student must satisfactorily fulfil the study requirements of the College. Students who receive an N in year 12 will have their early dismissal/late arrival privileges revoked and be required to complete supervised study in Study Hall during these periods for the remainder of the year.