

Narrabundah College Attendance Procedures

The ACT Board of Senior Secondary Studies (BSSS) expects that “students will attend and participate in all scheduled classes/contact time/structured learning activities for the units in which they are enrolled unless there is due cause and adequate documentary evidence is provided. Any student whose attendance falls below 90% of the scheduled classes/contact time or 90% participation in structured learning activities in a unit, without having due cause with adequate documentary evidence will be deemed to have voided the unit.” ([BSSS Policy and Procedures Manual 2024](#), 4.2.8)

Students with unexplained absences above 10% in a unit will be given a VOID (V) grade for that unit – no score, or grade for that unit towards a Senior Secondary Certificate. If a student misses one or more lessons the College requires a parent email or Absence form providing a ‘satisfactory explanation’ that is supported by ‘appropriate documentation.’ Our college will send summary report out to all parents/guardians fortnightly to reduce the number of unexplained absences that have to be explained prior to the end of the session.

Examples of appropriate documentation include:

- Satisfactory written explanation of legitimate absence signed by parent/guardian (e.g., family crisis, bereavement, representative sport, etc).
- Please note, if the absence is for a longer period (3 days or more) or occurs at the same time as an assessment is due or a test occurs, a medical certificate or similar documentation is required to explain the absence.

The college may accept or reject an explanation (even if an email, or signed note is provided) if the reason is not satisfactory.

Examples of unacceptable reasons include:

- Missing school due to work commitments
- Missing class due to a driving lesson
- Missing class due to a missed bus
- Missed class due to sleeping in
- Being late to class with no reason
- Missing class due to studying at home or in the library (or for another subject)
- Illness without satisfactory documentation
- Personal reasons where no detail is provided (or these reasons repeatedly used)

The aim is to facilitate early identification of poor attendance (including lateness). Teachers record student attendance at each lesson in an attendance database. To enable accurate recording and reporting of attendance the provision of adequate documentation (a parent email/absence form and any accompanying documentation) to the Front Office after an absence should not be delayed beyond 7 days. In addition, we encourage families to contact the college by phone or email with information about current or planned future absences prior to the provision of documentation.

Responses to absence notifications sent via SMS, must be made within 15 hours of the notification being sent, otherwise our system does not receive the message. If you cannot respond within that timeframe, we encourage you to send us an email instead.

If an absence form or email is submitted but the absence explanation is assessed as unsatisfactory, parents will be informed. In the event of a prolonged or pattern of absence without notification, Student Advisors will contact parents/carers.

We understand that there are many circumstances that can impact on a student's engagement and connection at school. If you have concerns regarding the attendance or engagement of your child or young person. If your student is struggling to attend school, please contact your student's advisor to discuss.

If you have any questions about these procedures, please contact Student Services or email absences@narrabundahc.act.edu.au.