



## ARMIDALE SECONDARY COLLEGE

### FLEXIBLE LEAVE GUIDELINES YEAR 12 2019

#### Rationale

At Armidale Secondary College, we value regular attendance and punctuality. These life skills form the basis for our Positive Behaviour for Learning expectations –*Respect, Responsibility Resilience*-and are valued in the wider world.

The College's policy aims to assist all students to attend school on a regular basis and to arrive on time each day. Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students.

As from the start of the year we will be implementing CREW – a 25-minute group at the start of each day in which students will meet with a staff member to address and discuss issues around wellbeing and study skills. *Every* student at ASC will be required to attend CREW.

Our Flexible Leave Policy has been designed understanding the demands of the HSC. Stage 6 students **must apply** themselves with sustained effort and diligence to comply with NESA requirements to be successfully awarded of The Higher School Certificate. This is partly demonstrated by a minimum attendance rate set at 85%. NESA warning letters will be issued to students whose attendance falls below this rate.

#### Responsibilities

- All year 12 students are to attend CREW at the start of each day. This will also be roll call.
- Year 12 students may be permitted to leave the school grounds at the *end of their last timetabled lesson*.
- Before leaving the school for the day students must scan out at the Front Office.
- Students are not permitted to leave the school between lessons or during the timetabled day.
- If a student needs to leave early, they are required to bring a signed and dated note from a parent or guardian. These must be handed in to the Front Office. Early Leave slips are issued electronically and must be presented to the class teacher before leaving. *You cannot sign yourself out.*
- Permanent early leave is not usually granted to Senior Students. Formal application must be made through the Stage 6 Deputy Principal in writing.

- Food outlets outside the school grounds remain out of bounds for all students for the duration of the timetabled school day (8.55am – 3.20pm). The school has a very good canteen that provides nutritious and affordable options for students to purchase.
- Students must provide a written note from a parent or caregiver the day following any full or partial absence. Notes should be given to the Front Office. Letters for unexplained absences are issued within 3 days and mailed to parents. These letters must be returned within 7 days. Any explanations received after this time will be recorded as unjustified (in accordance with DoE policy) and will appear on the student's semester reports.
- Students on Pathways/ TAFE/SBAT programmes must sign in and out at the Front Office.

Students who have an independent study period are required to be in the HSC HUB or the senior study area for these periods. Many of these lessons are staffed with teachers who are willing to help students develop effective study programs.

Students whose attendance becomes unsatisfactory or who fail to comply with these conditions will have all flexible attendance privileges withdrawn.

***Declaration: "I have read and understood the conditions and requirements of the Year 12 Flexible Attendance Policy above."***

Student Name:

Student Signature:

Date:

Parent/Carer name:

Parent/Carer Signature:

Date:

Do not hesitate to contact the Deputy Principal Stage 6 or Stage 6 Head  
Teacher

Susan Hoddinott