

## OVERSEAS STUDENTS ATTENDANCE POLICY

### 1. PURPOSE

Fintona has the belief that regular attendance at School provides students with the greatest opportunity for maximising their learning and achieving the best possible outcome from their education. We also accept that from time to time, students are absent because of illness, necessary appointments and emergencies. Term dates are provided during the previous year and the School's annual calendar is published as early as is practical, so that families can make holiday and other arrangements during designated holiday periods. The Victorian Government Attendance legislation mandates students to be at school regularly and the Victorian Curriculum and Assessment Authority (VCAA) also has an attendance rule regarding student attendance during their VCE.

Fintona Girls' School official attendance policy for all Students has a requirement of a minimum attendance rate across all classes including Tutor Group and Assemblies of 80%. At Fintona Girls' School attendance at classes is compulsory. For Overseas Students attendance under 80% of classes is considered a breach of visa conditions. Students in jeopardy of this breach will receive a written warning from the Deputy Principal.

### 2. START AND FINISH TIMES

Only Year 12 students have a Year 12 Leave Agreement from the school during Study Periods. All other students must remain on campus at all times.

- All students are required for roll call at 8.30am each day. Roll call will happen in both Tutor Group and Assemblies
- All Assemblies, Tutor Groups and House Meetings are compulsory. These begin at 8.30am each weekday
- Any Year 12 student who leaves the campus during spare periods must sign in and out at Student Services
- If a student arrives late due to unforeseen circumstances or has an early morning appointment, they must sign in at Student Services when they arrive
- For all students attendance at all classes is compulsory
- Students who are late will be required to make up lost time in 'Homework Club'

If a Year 12 Student has spare periods after lunch and they do not have a scheduled class or after school co-curricular / SAC / or meeting with a member of staff they are able to sign out and go home to study (if they have signed the Year 12 Leave Agreement and had their parent/guardian sign off on this agreement also)

### 3. ABSENCES

It is the student's parents/guardian's responsibility to make sure all absences are explained. If a student is too ill to attend school, their parent or guardian must make contact with Student Services, on the Senior Campus or Junior Campus Administration, on the Junior Campus prior to 8.30am.

Student Services  
PH: 9880 4401  
E: [studentservices@fintona.vic.edu.au](mailto:studentservices@fintona.vic.edu.au)

Junior Campus Administration  
PH: 9880 4444  
E: [jcadmin@fintona.vic.edu.au](mailto:jcadmin@fintona.vic.edu.au)

If a student feels ill during school hours and is unable to attend class they must report to Student Services for treatment. If they are too ill to remain at school a parent, guardian or home stay host person will be contacted to collect them from Student Services. Students are required to sign out at Student Services when collected by their parent, guardian or home stay host.

#### **4. APPOINTMENTS**

The school requests that appointments are made outside of school hours so class absence is minimised. From time to time the school understands that this may be difficult. Parents and guardians are requested to send a signed letter with the student to Student Services to gain permission to leave school. Parents, guardians and homestay hosts should sign students out to attend an appointment for students in all Years except Year 12. Students are requested to sign back in at Student Reception or Junior Campus Administration upon their return.