

Frequently Asked Questions: FAQ – Senior Student Absences

Absence information is collated from 3 sources: Class and Independent Learning Time (ILT) attendance, ILT task completion and Extra Hours completion.

Class attendance – unexplained: No valid reason has been provided to the College to explain why the student missed a class. Driving lessons, sleeping in, work commitments etc are not valid reasons to miss class. A note may explain the absence for school records, but not cover the BSSS unexplained element.

ILT attendance – unexplained: The BSSS has approved that the 55 hours of learning time for each subject can be met at JPC by the inclusion of ILT. For overall compliance, students are required to be marked present in their selected ILT class. It is communicated frequently, that students are NOT permitted to sign up for one class and then attend another. It is not an expectation of any teacher that they coordinate student movement during ILT. Students need to be proactive in booking the appropriate spaces/teachers. These absences do not directly impact a student's subject attendance hours, but there is often alignment between students who are missing scheduled ILT classes and the non-submission of ILT work. ILT absences are followed up and senior privileges may be revoked if students consistently fail to follow fundamental JPC Senior expectations.

ILT tasks – unexplained: Each week, teachers set 1.5h of learning for each senior subject. There are sufficient ILT lessons for students to complete their ILT tasks during school hours. Teachers may require attendance in a space, submission of work through a Moodle submission box or other mechanism, or view work in a subsequent lesson. Teachers keep records of work completed/not completed.

Extra hours – unexplained: It is a BSSS requirement that every College allocate 55 hours of learning to each subject each semester. The impact of public holidays and shortened calendared term times needs to be addressed by teachers adding additional learning activities. Students are advised of the time requirement (based on the timetabled Line) through the Unit Outline published at the start of each semester.

Voiding: The unit being studied for this semester will not be credited to the student due to their either failing to meet the BSSS attendance (more than 10% unexplained) or assessment requirements (greater than 30% non-submission). A student with unexplained absences in excess of 5.5 hours are jeopardising their semester's study in that subject and the loss of a Major for Tertiary students.

Absence checking: Students are provided full absence print outs at the end of Term 1 & 3 and in Term 2 & 4, Week 5. Students can review the unexplained absences and be proactive in resolving any inconsistencies.

Absence corrections: If there has been an administrative error, students must substantiate this by having the supervising teacher sign off on the report to confirm student presence (by the student demonstrating their learning, saved work, knowledge of content) or their participation in an alternate activity. While it is an expectation that students do not accrue unexplained absences, it may be that some unexplained absences remain unresolved. Small numbers of Individual class absences will not appear on the BSSS records or on published school reports.

ILT catchup: In consultation with class teachers, students have the opportunity to catch up and submit missing ILT work. This will be credited in the end of semester tally. If students have excessive ILT work missing at the final date for each semester, they are likely to Void the subject. Parents will be advised and meetings held to formalise the end result.

Absence report request: A full attendance report (PxP) can be requested by emailing the St John Paul II College Office: office.jpc@cg.catholic.edu.au