ABSENCE from
SCHOOL ASSESSED COURSEWORK
for YEAR 12 SUBJECTS

Illness or other very exceptional circumstances are the only acceptable reasons to miss a SAC.

It is the responsibility of the student to know when their SAC’s will be held and what to do if they are absent from one. This includes ALL absences; from a subject when a SAC is on, even if for part of a day or a full day.

What to do if you miss a SAC

- On the day of the SAC

1. Telephone Student Support (ph: 9935 7904 or 9905 7905) and tell them that you have a SAC that da
2. Go to the doctor and get a Medical Certificate explaining why you are absent.

On the first day that you return to school for any reason (classes, exams, visiting teachers etc) you must:

1. Make a photocopy of the medical certificate.
2. Report to Student Support for a green card. Give the original certificate to Student Support
3. Complete an ‘Absent from SAC, form (from your teacher) and take it, with the photocopy of your Medical Certificate to the Head of Faculty by the end of the day.
4. The Head of Faculty will determine whether the absence is excused and complete the ‘Absent from SAC’ form.
5. The Head of Faculty will contact the relevant subject teacher(s) who will reschedule the missed Task(s).

If you fail to report to The Teacher and or the Head of Faculty on your first day back at school, your absence will not be excused.

Lateness through oversleeping, transport problems or other such circumstance will not be accepted as an excuse for missing a SAC.
**What happens if the absence is not excused?**

You may need to complete the SAC so that you can satisfactorily complete (‘S’) the Outcome. However, you will receive 0 marks for that particular SAC and it will be recorded as a N/A (Not Assessed).

Students have the right of appeal if the absence is not excused.