Taylors Senior College Attendance Pathway

Student Responsibilities

- Students are expected to attend school from the first day of term until the last day of term. Overseas students are expected to purchase plane tickets as early as practical to ensure that seats are available for the accepted times of travel.

- Where it is known in advance that a student will be absent, permission should be sought as early as possible. All requests for permission for an absence (other than medical appointments) should be made to a Head of Student Support. Absence on grounds other than illness is strongly discouraged as this may affect a student’s ability to meet attendance requirements.

- If a student is absent unexpectedly, the student, parent or caregiver should ring Student Support Services (03 99357904) before 9.00am on the first day of the absence.

- On the student’s return to school, he/she must see Student Support Services to explain the reason(s) for the absence and to obtain a Green Card before being allowed back to class. The student must present the Green Card to the teachers upon returning to class.

- If the absence is due to illness, the student must present a medical certificate on his/her return to school if the absence due to illness is longer than one day or for if the student has missed an assessment task (see below). A medical certificate does not cancel an absence. It only provides an explanation. The receipt of a medical certificate will be recorded on the Green Card issued by Student Support Services.

- A medical certificate or other documentation must be provided in order for the student to seek approval to sit any missed assessment (SAC /VCE or Coursework assessment/Foundation Year). Medical certificates must be from an authorised provider. The school will check the authenticity of medical certificates. Back-dated medical certificates will not be accepted.