

TRAINEESHIP/WORK PLACEMENT ATTENDANCE POLICY

Policy for dealing with students who do not present to traineeships / work placement:

1st Occurrence – Teacher organises a letter home through the SNS Intranet system. AC meets with student.

2nd Occurrence – AC contacts parents to organise a meeting between AC/Parent/Student to discuss reasons and outline next step.

3rd Occurrence – AC contacts parents to organise a meeting between AP – Senior Curriculum/Head of VET/Parent/Student to discuss reasons and outline consequence of repeat behaviour.

4th Occurrence – AC contacts parents to organise a meeting between DP/ Head of VET/Parent/Student to discuss the student's future in the subject.

EARLY CHILDHOOD EDUCATION AND CARE ATTENDANCE POLICY

Policy for dealing with students who do not present to Childcare placement:

- Students must notify the College, via an email (Mr Grant, Ms Horn, Mrs Lutze) and their employer (by phone) on the morning of the placement if they are unable to attend.
- Absenteeism from placement, for any reason, will be recorded against the student's name on the absentee system (e-minerva), and appear on their Semester School Report. An SMS will be sent to parents that day.
- For each day a student does not notify or attend their Childcare Centre they will lose one day of Exam Block privileges at the end of that term. This time will be spent in the Careers Centre.