



## Cobram Anglican Grammar School

*A School of the Anglican Schools Commission (Inc.)*

### Student Absence from School Assessed Coursework (SAC) or School Based Tasks (SAT) Policy

<b>Section</b>	Curriculum
<b>Number</b>	11b
<b>Version</b>	2.0
<b>Approved</b>	School Executive
<b>Date</b>	November 2023
<b>Review Date</b>	November 2024
<b>Policy Owner</b>	Head of Senior School

#### 1. Achieving Marks in VCE

For students to achieve marks in the VCE teachers will set a range of assessments to determine how students are progressing. These assessments have deadlines and students need to plan and submit work on time.

There are different requirements for Unit 1 and 2 and Units 3 and 4. Depending on the study, these may be School-based Assessments and/or external assessments.

#### 2. School Based Assessments

School based assessments are set by the teacher and include School Assessed Coursework (SAC) that is completed at school, and School Assessed Tasks (SAT) that are completed at school and home.

#### 3. Student attendance for SAC/SAT

Prior to a SAC/SAT each student is required to attend every lesson to complete all pre assessment work. All students are expected to submit work or attend assessment tasks when due. If students are late or miss classes without satisfactory reasons the student will receive a penalty.

#### 4. Planned absence on SAC/SAT due date

Students are required to notify their teacher two weeks prior to the SAC/SAT date for any planned absence. Planned absences include, repetition of the school in an authorised sporting, musical or other event, medical appointments, family holidays or other family commitments.

#### **5. Absence Approval due to illness**

Students are required to follow the process detail below to gain approval for absences:

- The student must present a Medical Certificate which explains their absence for a SAC/SAT due date, OR
- The student can provide details of special circumstances where classes prior to the SAC/SAT date were missed. These must be able to be verified and the absence should demonstrate that the student did not gain an advantage for study purposes.

The Head of Senior School reserves the right to make decisions on a case-by-case basis where there are extenuating circumstances.

#### **6. Completion of SAC/SAT after absence**

SAC/SAT missed through approved absence must be completed at the earliest opportunity after the student returns to classes. Depending on the nature of the absence, the date and time will be negotiated;

- For approved absences and an extension granted prior to the deadline – between the teacher and the student
- For absences without prior extension granted – between the teacher and the Head of Senior School

Where the absence is not approved **only** a Satisfactory (S) or Not Satisfactory (N) will be awarded.

#### **7. Absence from School Based Assessment tasks due to prolonged illness or misadventure**

When a student is absent from school for prolonged periods, or has been unable to complete all School Based Assessment tasks because of illness or other special circumstances, the school may, upon application from the student, grant special provision for School Based Assessments.

In this case, the student should not be penalised for lack of attendance. Special provision may allow a student to work from home for a period of time. Schools should ensure they retain documentation about any decisions relating to granting provisions for School-based Assessment, including supporting evidence.

The decision on whether to approve special provision for School Based Assessment because of illness or other special circumstances is a school decision, and it must be

evidence-based, from appropriate sources in line with what is required by the School's attendance policy and procedures.

Teachers are expected to keep students informed of School Based Assessments during their period of absence. Students are encouraged to maintain contact with their teachers and keep up to date with school work, if their health permits them to do so.

In the situation where a student is allowed to work from home, the school must have in place additional measures to be able to authenticate the student's work as their own. Advice about authentication measures is provided in the [Scored assessment: School-based Assessment](#) section of the Victorian Curriculum and Assessment Authority (VCAA) handbook.

#### 8. Application for change of date or extension of SAC/SAT

- An application for an extension of a SAC/SAT must be sought from the Head of Senior School.
- The granting of the extension will be at the discretion of the Head of Senior School.
- The classroom teacher will be consulted where an extension is requested.
- If the student fails to attend the rescheduled date **only** a Satisfactory (S) or Not Satisfactory (N) will be awarded.

#### 9. Request to complete a SAC/SAT before the due date

In some instances Students may request to complete a SAC/SAT prior to the due date.

- An application to complete a SAC/SAT before the due date must be sought from the Head of Senior School.
- The granting of the new date will be at the discretion of the Head of Senior School.
- The classroom teacher will be consulted where a new date is requested.
- If the student fails to attend the rescheduled date **only** a Satisfactory (S) or Not Satisfactory (N) will be awarded.

Review Frequency	Document Availability	Policy Delivery
1 Year <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	School Website <input checked="" type="checkbox"/>
2 Years <input type="checkbox"/>	Student <input checked="" type="checkbox"/>	Staff Intranet <input checked="" type="checkbox"/>
3 Years <input type="checkbox"/>	Parents <input checked="" type="checkbox"/>	Student Handbook <input checked="" type="checkbox"/>
As Required <input type="checkbox"/>		Prospectus <input type="checkbox"/>
NA <input type="checkbox"/>		Annual Staff Meeting <input type="checkbox"/>
		PLC Meeting <input type="checkbox"/>
		Enrolment Pack <input type="checkbox"/>

### Version Control

Version	Date	Summary of Changes
<b>1.0</b>	<b>04/03/2022</b>	New policy
<b>2.0</b>	<b>30/10/2023</b>	Removal of referral to COVID-19 Addition of 'representation of the school' in section 4 "Due to illness" added to the heading of section 5 Removal of reference to Statutory Declaration from section 5 Added to section 6 "For absences without prior extension granted – between the teacher and the Head of Senior School" Heading of section 7 changed to "Absence from School Based Assessment tasks due to prolonged illness or misadventure"