Kelvin Grove State College - Course Credit Policy

All Senior Students are required to attend all scheduled timetabled classes. If a Year 11 or Year 12 student attends less than 70% of a subject in a semester, then they may lose Course Credit for a semester of a subject. This means they won’t get accredited for the semester of the subject on their Senior Statement which can affect their OP/Selection Rank and QCE (Queensland Certificate of Education). All absences count towards the loss of course credit except:

- Start QUT units and Guest Griffith units organised through the Guidance Officer
- SATs and certificate courses at TAFE organised through the Futures Coordinator.

Tracking of Course Credit

All teachers are required to have a roll marking procedure for every lesson. Teachers are required to track Course Credit through their roll marking.

As an example, in a 20 week semester with three lessons per week for a subject, students are to attend a minimum of 42 out of the 60 lessons in order to achieve a 70% attendance rate. Therefore students should not exceed approximately 18 lessons in a semester. The number of weeks in a semester varies from year to year and from year level to year level.

As a guide the Semester Course Credit Form (Appendix 1) can be used but it is not mandatory.

Notification of the impending loss of Course Credit

To support the student, the teacher is required to warn the student and make contact with their parent/guardian of the impending loss of course credit. Teachers and HODs can use the Course Credit Letters (Appendix 2 & 3) to notify the parents of the impending loss of Course Credit.

Loss or no loss of Course Credit

The Head of Department along with the Deputy Principal will take into consideration all mitigating circumstances before removing Course Credit. In all cases, students with greater than 30% of absences will NOT be given credit for their course of study, unless parents have applied for Special Consideration and this has been granted by the Principal.

If Special Consideration is not granted for these absences, students who have 30% or more authorised / unauthorised absences in any subject will not receive Course Credit for that subject.

Effective January 2014
## SEMESTER COURSE CREDIT FORM

<table>
<thead>
<tr>
<th>STUDENT NAME:</th>
<th>SUBJECT</th>
<th>TEACHER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4 LESSONS ABSENT

<table>
<thead>
<tr>
<th>DATES</th>
<th>REASONS</th>
<th>Teacher discussed absences with student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Student is made aware of consequences of continued absences</td>
</tr>
</tbody>
</table>

Date | Student Signature | Teacher Signature
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### 8 LESSONS ABSENT

<table>
<thead>
<tr>
<th>DATES</th>
<th>REASONS</th>
<th>Teacher discussed absences with student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Student is made aware of consequences of continued absences</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Teacher contacts parent by phone</td>
</tr>
</tbody>
</table>

Date | Student Signature | Teacher Signature
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### 12 LESSONS ABSENT

<table>
<thead>
<tr>
<th>DATES</th>
<th>REASONS</th>
<th>Referred to HOD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>HOD interviews student and student is warned of consequences of continued absences</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HOD notifies parents by both letter &amp; phone</td>
</tr>
</tbody>
</table>

Date | Student Signature | Teacher Signature
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### 14 LESSONS ABSENT

<table>
<thead>
<tr>
<th>DATES</th>
<th>REASONS</th>
<th>Referred to HOD – student interviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>HOD notifies parents by both letter &amp; phone</td>
</tr>
</tbody>
</table>

Date | Student Signature | Teacher Signature
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**Special Consideration Granted**  Yes / No

<table>
<thead>
<tr>
<th>HOD Recommendation:</th>
<th>Credit for semester granted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Credit for semester withdrawn</td>
</tr>
</tbody>
</table>

Signature:  
Date:

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*Effective January 2014*
LETTER 1

Dear

Currently your student ………………………………… (name), has not attended 25% of the lessons in …………………………. (subject) this semester. This is a cause for concern. Should your student miss a further two lessons before the end of the semester, and his/her attendance fall below the required minimum number of days necessary to complete the course of study, he/she is most likely to lose credit for this subject this semester.

Please note the Semester Course Credit Absenteeism Register (over page), so that you can follow this Course Credit Policy.

If there are serious reasons for your student’s absence, could you please send medical certificate and letter to the Head of the …………………………………………………. (Department name) Department, …………………………… (HoD name). It will then be the discretion of the Principal and Head of Department as to whether course credit can be allowed.

Yours faithfully

[Signature]

Duncan Steel
Teacher

[Signature]

Head of Department

[Signature]

Duncan Steel
Principal Senior School

Appendix 2

Effective January 2014
Dear 

Currently your student …………………………….. (name), has not attended 30% of the lessons in …………………………..(subject) this semester. This is a cause for concern. As a result he/she has not completed met the course requirements of 70% attendance necessary to complete the course of study this semester

Please note the Semester Course Credit Absenteeism Register (over page).

If you feel that there are further serious reasons for non-attendance which could affect the course credit, you are required to produce documentation to the Principal Senior School.

Yours faithfully

Duncan Steel
Teacher
Head of Department
Principal Senior School

Effective January 2014