

## INSTRUMENTAL MUSIC ATTENDANCE POLICY

**The purpose of an Instrumental Music Attendance Policy is to:**

1. ensure that the department's region allocated teaching time is utilised in full and effectively
2. maintain high levels of communication between teachers and their students and families
3. reflect high expectations for students attending IM lessons and band
4. maintain the positive, high expectations of a Pine Rivers SHS student
5. ensure students demonstrate their best for regular, formal reporting junctures

### Attendance expectations

All instrumental music lessons and ensemble are uploaded to Compass and rolls marked for each session. Lessons occur on a rotating timetable, and run for 35 minutes. This ensures students only miss minimal teaching time in other classes. Attendance at lessons and ensemble rehearsals will be tracked separately.

**It is an expectation that juniors (years 7-9) will maintain a minimum of 85% attendance and seniors (10-12) will maintain a minimum of 75% attendance. Attendance at ensemble rehearsals should not fall below 90% for any student, unless a genuine absence is recorded.**

Students should communicate with their Instrumental Music teacher any changes required to their timetable, to accommodate assessment, excursions and other events. Flexibility can always be made for early communication of changes to lessons, rather than an absence occurring.

### Genuine absences

Students are required to communicate **in writing** (email or parent letter), explaining all absences before they occur, or at least within 24 hours of their occurrence.

### Unexplained absences

Any absences that are unexplained are to be dealt via the following

- a. 1 absence per term. No further action.
- b. 2 absences per term. Email to parents
- c. 3 absences per term. HOD phone call to parents
- d. 4 absences per term. HOD/Deputy meeting with parents and student to discuss possible exclusion from program.

### Exemptions

Parents (only) may request an exemption from music lessons due to varying reasons using the **Lesson Exemption Request Form**. This is to be accepted or declined at the discretion of the Head of Department.