

BPC INDIVIDUAL REPRESENTATIVE ELIGIBILITY CLEARANCE CHECK

This form must be submitted to the Excursion Administrative Officer (EAO) **at least 6 weeks** prior to the event (minimum) so that necessary checks for Attendance, Behaviour and Finance can be completed. Only then will the College Principal / Head of School approve their participation. Failure to meet these timelines will mean participation will not be possible.

Student: _____	Form class: _____
Date request made: ____ / ____ / ____	Activity requiring RECC: _____
Date of activity: ____ / ____ / ____	Activity organiser: _____

Part A: Attendance – EAO

Expectations – over the previous 5 weeks: <input checked="" type="checkbox"/> Students maintain at least a 90% actual attendance rate (absences explained by parents/carers and medical certificates for illness/injury provided if possible). <input checked="" type="checkbox"/> Less than 10% unacceptable or unexplained reasons for lateness to school.	Current actual attendance rate, including explained absences: _____ % Number of late arrivals in the last 4 weeks: _____ Unjustified or suspected truant lessons: _____
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Part B: Behaviour – EAO

Expectations – over the previous 5 weeks: <input checked="" type="checkbox"/> Students meet the expectations of the BPC Responsible Behaviour Plan for Students. <input checked="" type="checkbox"/> No incidents resulting in a red or yellow behaviour monitoring card, or suspension. <input checked="" type="checkbox"/> No incidents of truancy.	<input type="checkbox"/> Student is not currently on a yellow or red monitoring card <input type="checkbox"/> Student has no outstanding RTC detentions <input type="checkbox"/> Student has met conditions set out in re-entry from suspension interview (check with PBL Coordinator/HOD JS/HOD SS)
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Part C: Assessment – Year 11 and 12 only – HODSS

Expectation – over the previous 5 weeks: <input checked="" type="checkbox"/> Students submit all assignments by the due date and attend all scheduled exams.	<input type="checkbox"/> Student has no late/outstanding/non-submitted final assessments.
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Part D: Finance BM/EAO

Expectation: <input checked="" type="checkbox"/> Student Resource Scheme (SRS) deposit paid - \$75 per student. <input checked="" type="checkbox"/> Active payment plan/Centrepay deduction in place for all owed outstanding fees.	<input type="checkbox"/> Student has had deposit paid <input type="checkbox"/> Term Subject and SRS fees on active payment plan or paid <input type="checkbox"/> Students have returned SRS form
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Representative Eligibility check completed by: _____ Date: ____ / ____ / ____

Representative Eligibility achieved after initial checks: Yes No

If Yes: forward to HOS for signature

If No: Issues to be rectified _____ by Date: ____ / ____ / ____

Reviewed on Date: ____ / ____ / ____ Eligible / Not eligible Staff member: _____

- EAO to advise Activity Organiser and relevant HOD JS /SS of eligibility status following review.