

GUIDELINES FOR Application for Leave from School Attendance for 4 days or more (Extended Leave)

(Absences of 3 days or less are submitted via the Parent Portal/TASS Parent Lounge)

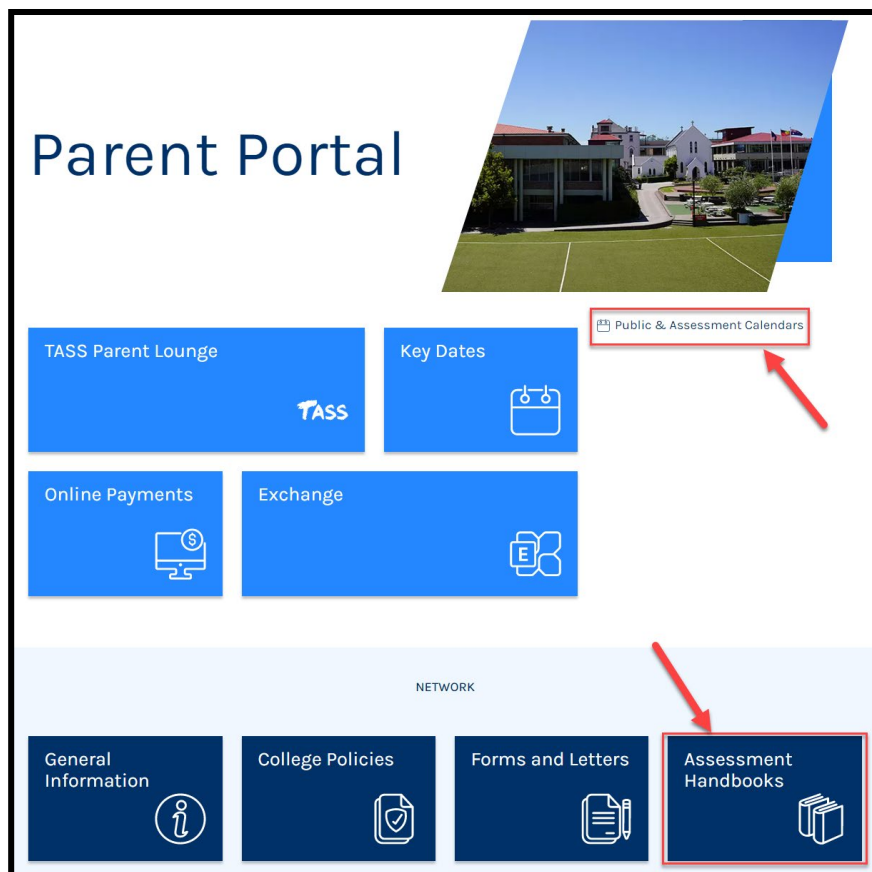
The NSW Educational Standards Authority (NESA) sets the requirements for the successful completion of study in NSW. These include expectations of attendance at school. It is vital that parents are aware of the importance of continuity and time needed to develop skills and complete assessment requirements which are central aspects of school education.

Occasionally, students may require leave from attendance at school, for a range of reasons, including domestic necessity, other exceptional circumstance (e.g.: family business, exchange), employment in entertainment industry, participation in elite sporting events, Public Health Act requirements (Exceptional Circumstances).

Holidays outside school vacation periods are not considered Exceptional Circumstances and may be coded as 'unjustified leave' and recorded as an absence in the school register.

All applications for Extended Leave are subject to the Principal's discretion and approval.

Before applying for Extended Leave, Parents should consider the implications of the Extended Leave for students. Particularly in Years 9, 10, 11 and 12, the impact of extended leave on the student's completion of courses and assessment may be significant. Parents and students must ensure that they are familiar with the [Assessment Handbook](#) (provided to students in Term 1) when considering applying for any leave. Assessments and tasks for each year group can also be viewed on the [Calendar](#) on the Parent Portal.

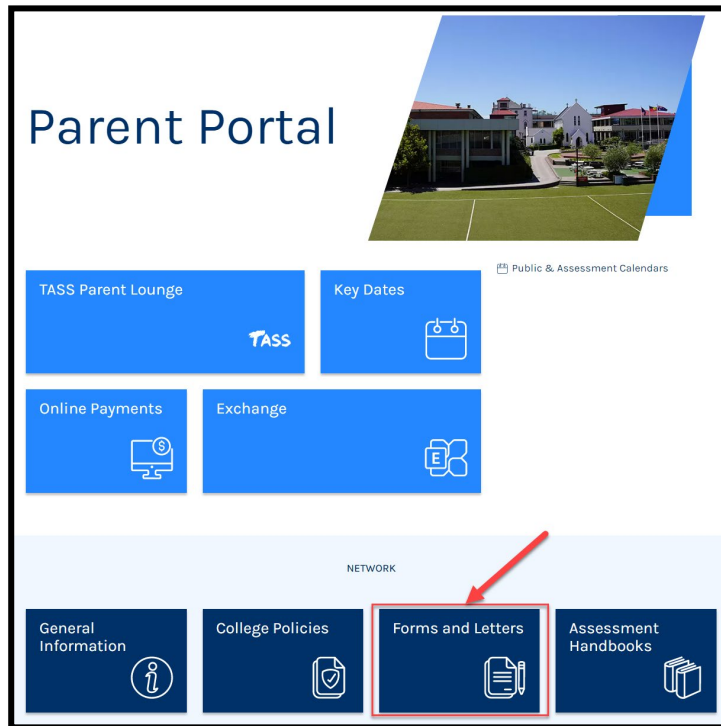


To ensure that students are not disadvantaged by extended absence from school, and to facilitate the notification of all relevant staff, the following procedure must be followed when applying for Extended Leave:

Application Process:

Application for Extended Leave MUST be submitted at least FOUR WEEKS before the leave period.

Parents/Carers must complete the 'Application for Leave from School Attendance for 4 days or more' form – [click here to access this form](#).



The application that you submit will be submitted to the College Registrar and to the relevant Leadership Team members within the College for review. The application will also be reviewed by the Principal. Extended Leave Applications will be subject to Principal's discretion.

Parents / carers will be emailed the outcome of their application (Application Outcome Letter).

Next Steps:

Before going on leave, students must communicate with all their class teachers, via either Exchange or email, that they will be on leave, and how they plan to catch up on any schoolwork missed during the period of leave. Such communication must be documented. E.g., If student discussed the matter with teacher in class, student should document the conversation via email.

Assessments and Tasks:

1. The Application Outcome Letter will indicate if the application was approved or not. The Application Outcome Letter will also outline any conditions that apply to the leave, e.g., completion of assignments, exams, tasks.
2. In most instances, assessments should be submitted before the first day of leave, or online while away on the due date. No extensions will be granted. Students must make adequate provisions during the Extended Leave period to prepare for any future assessment.
3. Exams dates cannot be modified. For all exams missed, students will be awarded a zero for unapproved leave. For approved leave, the instruction about exams (if any) will be outlined in the Application Outcome Letter.

Exceptional circumstances may be considered by the Principal on a case-by-case basis.