



Secondary School
Notification of Extended Leave from class

Dear Secondary School Parents/Guardians and Students

As stated in the School Education Act 1999, it is expected that students attend school for each day that it is open for instruction.

School Education Act 1999 http://www.des.wa.gov.au/files/pdf/school_education_act_1999.pdf

23. Attendance

(1) A student must on the days on which the school is open for instruction —

(a) either —

(i) attend the school at which he or she is enrolled; or

(ii) otherwise participate in an educational programme of the school whether at the school or elsewhere, as required by the principal.

Whereby a student and their family request that a leave of absence (a time period of three or more school days) be acknowledged by the College, a letter requesting leave, must be submitted to the College Principal. Compassionate leave may be accepted at the Principal discretion. The Extended Leave form must be completed and signed by each teacher. Absences will be recorded.

General Information

- Students and their families are provided with an assessment outline at the commencement of the term or semester; to ensure equity for those students who are present at the College. Assessment schedules are contained in these outlines.
- Years 7 to 12 students cannot sit an 'unseen' assessment early and will receive a '0'. Students must rely on future assessments for the final result. A previously 'seen' assessment can be submitted earlier than the scheduled date but not after, providing that the teacher has been advised in due course of the pending absence.
- Where students are absent for an examination, a '0' will be awarded, unless a medical certificate is provided.
- It is the responsibility of students to ensure that they have maintained their study load whilst absent from regular classes. It is **not the responsibility of staff members** to provide additional 'catch up sessions' for students taking extended holidays. Extended leave may have an impact on a student's academic achievement.
- Extended Leave may result in lost opportunities for any student for in-class and co-curricular activities. The student's involvement in these activities cannot be guaranteed if essential preparation has not been undertaken or they are absent when activities are planned.
- The Extended Leave Form does not apply to sickness and/or medical conditions nor Boarding students leaving prior to the gazetted dates (a Boarder's Leave Form is completed)
- Final results in each subject/course may be impacted upon, as a result of this absence.
- The Extended Leave Form cannot be completed on the student's return.



Secondary School – Notification of Extended Leave

Prior to completing form, has the College Principal been advised?

Student Surname: _____ Student First Name: _____
 Year Group: _____ Homeroom: _____

Details of Extended Leave:

Last Day of School: _____ Total No. Days Absent: _____
 Return to School Date: _____

Reason for Extended Leave:

I/we are fully aware of the implications of the requested leave of absence, including that:

- Students cannot sit an ‘unseen’ assessment early and will receive a ‘0’ in the case of Years 7 to 12 students. A previously ‘seen’ assessment can be submitted earlier than the scheduled date but not after, providing that the teacher has been advised in due course of the pending absence.
- Where students are absent for an examination, a ‘0’ will be awarded, unless a medical certificate is provided.
- It is the responsibility of students to ensure that they have maintained their study load whilst absent from regular classes. It is not the responsibility of staff members to provide additional ‘catch up sessions’ for students taking extended holidays.
- Extended Leave may result in lost opportunities for any student for in-class and co-curricular activities. The student’s involvement in these activities cannot be guaranteed if essential preparation has not been undertaken or they are absent when activities are planned.
- Final results in each subject/course may be impacted upon, as a result of this absence.

Subject	No. Lessons Missing	No. Assessments Missing	Teacher’s Name	Teacher’s Signature

Student Signature: _____ Date: _____
 Parent/Guardian Name: _____
 Parent/Guardian Signature _____ Date: _____
 Year Team Leader Signature _____ Date: _____
 Deputy Principal Signature: _____ Date: _____