



Policy		Extended Leave	
Service/Function Area	Curriculum	Created Date	2023
Custodian	Deputy Principal	Reviewed	29/8/2023
Review Period	2 Years	Next Review Date	29/8/2025
Policy Number	Rev1	Final Approver	SLT

Policy Statement

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 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.*

Scope

The contents of this policy are applicable to all students and teaching staff at St Brigid's College.

Implementation

Procedure

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's discretion. The forwarded letter must contain the following information:

- Reason for absence
- Dates of absence

Absences will be recorded via SEQTA.

- 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.
- 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.

- In instances where a student is absent due to elite sports or performance commitments, a standardised result will be awarded. Official documentation outlining involvement must accompany this application.
- Where students are absent for an examination (Years 10 - 12), 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 long term.
- Extended leave may result in lost opportunities for any student for in-class and co-curricular activities. This may include ability to fully complete the requirements of the Sacramental Program. The student's involvement in some activities cannot be guaranteed if essential preparation has not been undertaken.
- Final results in each subject/course may be impacted upon, as a result of this absence, as shown on the College Report.
- The Extended Leave Policy does not apply to sickness and/or medical conditions, nor Boarding students leaving prior to the gazetted dates.

Relevant Legislation

Legislation / Compliance

Support Documents

Document Number	Document Description