



School Attendance Procedure for Extended Leave Policy

Reviewed: May 2018

Ratified: June 2018

Next Review: 2023

RATIONALE:

St Francis Xavier Primary School is required to record every student's attendance twice, daily. The school must maintain attendance records, identify and follow up unexplained absences when they occur.

Parents must provide an explanation if their child is absent, St Francis Xavier Primary School. The Principal will determine whether the reason for the absence is acceptable and ensure that the reason for the absence is recorded in writing.

On occasions, students have necessary absence which is unplanned and unavoidable. Sometimes families make requests for students to be absent for a variety of reasons, often associated with travel and/or holidays or due to illness or other unforeseen events.

Parents should inform the school in advance of any planned absence to gain approval from the Principal and to inform the classroom teacher. Sufficient notification must be given where the absence is anticipated for greater than 2 weeks.

POLICY STATEMENT:

St Francis Xavier Primary School requires a high level student-attendance. It is the responsibility of the school to record absences. It is understood that sometimes student absence is:

- Unplanned and unavoidable (e.g. injury, sickness, surgery – requires a doctor/specialist's certificate).
- Linked to a beneficial learning activity for the student (e.g. overseas/Australian travel).

GUIDELINES:

Extended Family Vacation/Holiday Leave

- Generally family holidays are discouraged during the school term. Extended absence from school is often a hindrance to the learning program of the student, however, in order for families to enjoy valuable time together due to the pressure of work commitments, St Francis Xavier Primary School supports the families in their vacation leave.
- School-based assessment needs to be fair to all students within the school in order to maintain the integrity of the Curriculum, thus when a child is absent for the assessment this will appear on the mid-semester/end of year report.
- Teaching programs are well planned by teachers in each of the year levels. Teaching programs and plans are flexible to allow for individual and class differences as well as school calendar

events as per St Francis Xavier Primary School Calendar of Events, therefore, detailed work cannot be accurately predicted for future teaching and learning. Face-to-face teaching and learning makes it difficult to provide schoolwork for travel purposes.

- St Francis Xavier Primary School encourages students to maintain a diary of the trip
- Information regarding the length of school time to be missed can be made to the Principal with a copy of the letter to the class teacher
- Missed assessments will be marked absent from the student's profile and may result in a level of achievement not being awarded for the term or semester unit of work. Please seek the teachers advice re assessments
- A student may undertake a special education program i.e. Distance Education or Home Education
- Enrolment ceases at St Francis Xavier Primary School for the period that the child/family is absent if enrolled in the above systems
- Re-enrolment occurs when the student returns to St Francis Xavier Primary school dependant on the availability of positions
- Normal school fees will apply during the absence period unless the child/family is unenrolled

Unplanned and Unavoidable Absence - Health-related Absence (e.g. injury, extended illness)

- The main priority is for the student to have appropriate resources dedicated to recovery
- Sometimes it is appropriate for schoolwork and assessment to be missed. Special consideration (including exemption from assignments/assessment) may be sought for the student's profile following contact from parents and appropriate documentation. This will be managed by the Class Teacher in conjunction with the Principal

RELATED POLICIES:

School Attendance Procedure 2019
School Fees Policy
School Attendance Policy