

Planned or known circumstances – whole day absence

What do I do if?

1. I know my child has a specialist appointment necessitating a whole day absence?

- provide a note to the pastoral teacher requesting “an exemption from attendance at school” 2 days minimum prior to the absence or complete the record of Student Attendance.
- Provide sufficient detail to allow the pastoral teacher to assess whether the event was serious enough to warrant missing school eg, copy of appointment card.

2. I would like my child to attend a funeral?

- provide a note to the pastoral teacher requesting “an exemption from attendance at school” 2 days minimum prior to the absence.
- please note for Years 10-12, if the funeral falls on a day of an assessment task then a discussion needs to take place with the KLA Coordinator in regards to the appropriate arrangements. In Year 12 it may be necessary for the student to attend the assessment task depending on the closeness of the relationship to the person concerned.

3. I would like to apply for exemption from attendance at school to go on a family holiday during term that is one week or less and does not fall in an assessment or examination period and my child/ren are in Years 7-10?

- apply in writing to the appropriate Year Coordinator asking for **exemption from attendance at school** for the period concerned.
- Application must be received one month prior to the last day of intended school attendance.
- Pastoral coordinator will consider the request, respond either verbally or in writing and mark the roll accordingly.
- The Principal would consider two such requests over the period Year 7-10 as reasonable provided they do not coincide with exam or assessment blocks. Others requests will only be granted under exceptional circumstances.

4. I would like to apply for exemption from attendance at school to go on a family holiday during term that is more than one week but less than 50 school days and/or falls in an assessment or examination period and/or my child/ren are in Years 11 or 12?

- apply in writing to the principal for **exemption from attendance at school** for the period concerned. Parents must use the form entitled A1.
- application must be received one month prior to the last day of intended school attendance and/or before any travel payments are made.
- Principal will consider the request and respond in writing. You need to allow two school weeks for the Principal to respond.

- The Principal would consider one such request over the period Year 7-10 as reasonable provided it does not coincide with exam or assessment blocks. The Principal will not grant any additional request except under the most exceptional circumstances.
- The Principal will generally not approve additional holiday leave for Year 11 or 12.

5. I would like to apply for exemption from attendance at school to go on a family holiday during term that is more than 50 school days.

- apply in writing to the principal for **exemption from attendance at school** for the period concerned. Parents must use the form entitled A1.
- Principals are not authorised to make this decision. It will be passed onto the Regional Director of Catholic schools.
- application must be received two months prior to the last day of intended school attendance and/or before any travel payments are made.
- Principal will consider the request, make a recommendation to the regional Director and the Regional Director's office will respond in writing. You need to allow one month for the Regional Director to respond.

6. My situation does not fit the scenarios listed above.

- apply in writing to the principal for **exemption from attendance at school** for the period concerned. Parents must use the form entitled A1.
- application must be received one month prior to the last day of intended school attendance and/or as soon as practically possible.
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7. Partial Absence – remain the same. Wherever possible medical appointments need to be outside of school hours.