

Dear Parents/Caregivers,

FORM ED175: EXTENDED STUDENT ABSENCE DURING COLLEGE TERM For all St Michael's College students—Reception to Year 12

At St Michael's College, a student's development for life beyond high school is enhanced through common requirements of attendance, punctuality, completion of work and meeting personal responsibilities.

Therefore, families choosing to have their child be away from school for **five (5) consecutive days or more must inform the Principal**, outlining the reason(s) for the student's absence. This may include an extended time for family travel/holidays (up to 12 months), medical reasons (up to one month) or involvement in elite sports competitions at the state or national level (less than 12 months).

Issues can arise from these extended absences, depending on the time away from school and the student's year level. The College understands there can be many reasons a student is taken out of school during term time. However, parents/caregivers must understand that this may significantly impact the student's learning in some situations. When a student is away from school for extended periods, there will be increasing problems with their ability to cope with study demands, especially in the case of Year 12.

Missing work, such as essential assessments for grading and reporting purposes, may negatively impact the continuity of the learning program. In Years 11 and 12, parents/caregivers must be aware that missed work may affect SACE outcomes, particularly where assessment components require a satisfactory achievement standard.

At least two (2) weeks before the scheduled absence, parents/caregivers must initiate contact with the College and advise the length of absence and the impact on the student's learning program.

We ask that parents/caregivers complete the online **Notification of Student Extended Absence from School form**. This form will be sent to the Student Services team.

In Years 7 to 12, we expect students will also be responsible for:

- Inform their subject teachers of the absence.
- Ensuring they are aware of the topics/concepts they are missing in any summative assessments.
- Where possible, completing work to keep up with the learning plan.
- Negotiating any extension for summative assessments where applicable through the correct protocols.

Thank you.

Sincerely,

Tony Daley

Mr Tony Daley
Principal