

## Student Leave Application Form

Please complete and submit the first page only of this form if you have advance knowledge that your daughter will be away from school for more than one day. Completion of this form is not necessary for CGGS organised excursions, overnight trips and camps. Please read the terms and conditions on pages 2 and 3 carefully before applying.

Name of Student/s

Year Level

Date of Departure

House

Date of Return

Total number of school days away

Reason for leave: (please tick one or more of the following)

Holiday Travel

Wedding

Family reunion/event

Interstate or national sport

Funeral

other

Details:

If your daughter is in Years 11 or 12, she will need to bring this completed form in person to the Director of Curriculum to seek approval and discuss the implications on their senior qualifications.

This form is then given to Mrs Paton for assessment by the Head of Senior School. Leave will either be approved or unapproved. See the next page for details and conditions.

I have read and understood the terms and conditions of this leave

Agree

Signed Student

Signed Parent/  
Guardian

### For office use

Meets BSSS requirements

Does NOT meet BSSS requirements

N/A

Director of Curriculum(signature)

Date

Leave Approved

Leave unapproved

Head of Senior School (signature)

Date

CC: Teachers of student; HoH; HoF; SS reception; Parent/Guardian; student

## **Student Leave Policy**

For children enrolled at a school, the ACT Education Act 2004 (the Act) stipulates under section 10A that it is the parents' responsibility to ensure that the child:

- attends school on every day, and during the times on every day, when the school is open for attendance, and
- attends every activity of the school (including attendance at an approved educational course) that the school requires the child to attend.

Applications for leave from the School for reasons other than illness should be made to the Head of the Senior School on this form, at least 2 weeks in advance. The School's policy is that application for leave to go on a holiday in term time will not be approved. There are 15 weeks of scheduled school holidays and this is more than sufficient to meet the travel arrangements of families. Each day at school is valuable and CGGS must account for each student meeting a legislated number of hours for each subject. Adding an extra few days to the start or end of the school holidays has a significant impact for that student. Officially it is the policy of CGGS to record this time away as "unapproved leave".

### **Years 11 & 12**

It is expected that students will attend and participate in all scheduled classes/contact time/structured learning activities for the units in which they are enrolled, unless there is due cause and adequate documentary evidence is provided. Any student whose attendance falls below 90% of the scheduled classes/contact time or 90% participation in structured learning activities in a unit, without having due cause with adequate documentary evidence will be deemed to have voided the unit. However, the Head of the Senior School has the right to exercise discretion in special circumstances if satisfactory documentation is supplied.

### **Possible Reasons**

Possible reasons for absence may include but are not necessarily limited to:

- illness, including recovery from major illness, injury or medical condition, medical or dental treatment
- bereavement
- religious or cultural observance
- sanctioned extended absence in relation to children of travelling families
- attendance at court or other legal hearings or meetings associated with hearings
- participation in sanctioned debates, sports, musical or theatrical productions not directly arranged by the school, or
- participation in interstate, national, or international academic or sporting events or equivalent.
- Boarding students travelling overseas to see their parents are often granted one or two days extra leave to accommodate overseas flight schedules and to allow them more time as a family.

**For all decisions of leave, whether approved or unapproved, these are the obligations:**

### **Student Obligations**

Students are asked to take personal responsibility for any work they miss while they are away. They are encouraged to ask a friend in each class to collect work and write notes on their behalf. Unit outlines and due dates for any assignments and dates for tests will be on StudyWiz. It is expected that assignments are completed and submitted by arrangement and negotiation with the teacher and relevant Head of Faculty.

For students in Years 7-10, an estimate may be given for one assessment (test or assignment) up to 30% of their total work for that semester, otherwise 'Status' will be awarded.

### **Parent Obligations**

Parents are asked to ensure their daughter is proactive in ensuring they meet their academic requirements for each subject. This may include checking StudyWiz with them and helping them set aside time to complete academic studies.

### **Teacher Obligations**

Teachers are not expected to provide work for the students to complete while they are away. This places an unfair burden on them as they may have several students in several classes to manage. Teachers can organise for tests that are missed to be sat when the student returns so that an estimate can be generated. They may also assist in receiving and acknowledging assignments have been received by post or email. Teachers can ensure unit outlines are available and relevant assessment information is up to date. It is also not incumbent on teachers to provide individual tuition for students on work they have missed.