

## Guidelines for Absence During the School Term

Parents or Caregivers must provide an acceptable reason for any absence from school. This can be done by completing the form below, through your parent Connect portal, by phone 9746 3516, email [capenaturaliste.col.studentservices@education.wa.edu.au](mailto:capenaturaliste.col.studentservices@education.wa.edu.au) or in person.

### Guidelines for Extended Absence during the school term

An extended absence taken during the school term falls into two categories: a Medical Absence (3 or more consecutive days) or a Vacation Absence (3 or more consecutive days).

#### Medical Absence (Deemed an authorised absence if evidence is provided):

An authorised absence due to a medical issue, is an absence that is deemed to be taken due to exceptional circumstances. For example: an unexpected illness or injury, causing the student to be absent for more than three consecutive days from school.

This type of absence would need to be covered by a note, email or phone contact from the Parent/Carer, or a medical certificate provided by a medical practitioner explaining the absence from school. The student's Year Coordinator would then liaise with the student's relevant teachers to arrange a work package to be made available via Connect and where possible, allow for the student to meet test and assessment requirements upon their return to school.

#### Vacation Absence (Deemed an unauthorised absence):

An unauthorised absence due to vacation, is an absence that is deemed to be taken at the discretion of the family during the school term. For example: a holiday or extended break from school of more than three consecutive days. As with all absences from school, this type of absence would need to be covered by a note, email or phone contact from the Parent/Carer explaining the absence from school.

Although the Parent/Carer may notify the school of the vacation absence, this type of absence is not deemed an acceptable or endorsed absence; therefore, should be avoided as a reason for absenteeism from school. Parents and Caregivers must take responsibility for the consequences of this absence, as the student's learning program and assessment schedule will still proceed even if the student is absent. Teachers may or may not be in a position to make arrangements to allow a student to meet assessment requirements or jeopardise the integrity of their tests and assessments in order to meet the needs of a student who is absent under these circumstances. As a consequence, there is a real possibility that a student's results may be affected.

#### Exceptional circumstances for Vacation Absence:

Parents and Caregivers are discouraged from taking students on vacation from school during the term, unless there are exceptional circumstances. The school is limited in its ability to support students who are absent due to vacation at times when assessments are scheduled. This is especially critical prior to holiday breaks.

In exceptional circumstances, the Year Coordinator in consultation with the Principal may deem the absence as exceptional and teaching and learning adjustments and work packages may be provided. For example: travelling to visit relatives due to a sudden or urgent family matter. This will be considered on a case by case basis, with Parents and Caregivers encouraged to make contact with the relevant Year Coordinator at least two weeks prior to the scheduled absence, in order to be considered for exceptional circumstances.

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I/We wish to inform the College that \_\_\_\_\_ (child's name) will be absent from school on the following dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ due to the following reason:

- Medical (*please provide evidence if 3 days or more*)
- Vacation (*unauthorised*)
- Exceptional Circumstances for Vacation Absence (*authorised - evidence must be provided*)
- Other (please provide reason) \_\_\_\_\_

Parent/Caregiver's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Principal authorisation for Exceptional Circumstances

- Principal Approved
- Not Approved
- Entered: \_\_\_\_\_