



HERITAGE CHRISTIAN SCHOOL (PORT MACQUARIE)

APPLICATION FOR LEAVE FORM (for holidays within the School Term)

NOTE:

- 1. Leave approved as a result of the submission of this form will result in the student being marked as 'ABSENT' with an approved explanation**
- 2. ALL fields of this application form (pages 1 – 2) are to be completed by the student's parent/carer and the form returned to the Principal. If leave is sought for more than one student, separate applications must be made for EACH student**

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

Name of Student _____ Year Level _____

Date of Departure ____ (dd)/ ____ (mm)/ ____ (year)
(first day absent)

To: ____ (dd)/ ____ (mm)/ ____ (year)
(last day absent)

Total number of school days away: _____

Reason for leave: (please tick one or more boxes)

Holiday Travel

Wedding

Family reunion/event

Interstate or national sport

Funeral

Other

Details:

If your child is in Years 11 or 12, they will need to bring this completed form in person to the School Office to seek approval and discuss the implications on their senior qualifications.

This form is then given to the Principal for assessment. 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 (please tick) Agree

Student Signature

Date

Parent/Carer Signature

Date

Parent/Carer Name

Student Leave Policy

Under current NSW legislation, for children enrolled at a school, 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 Principal 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 other than in exceptional circumstances (eg. One full term's travel within Australia) **where the travel is within Australia only.**

There are 15 weeks of scheduled school holidays and this is more than sufficient to meet the normal travel arrangements of families. Each day at school is valuable and HCS 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 HCS 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 (**as referred to above**)
- 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.

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. 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 child is proactive in ensuring they meet their academic requirements for each subject. For HCS students, this may include checking Moodle 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.

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Meets BOS requirements Does NOT meet BOS requirements N/A

Principal Signature Date

Leave Approved Leave unapproved

Head of Senior School Signature (if Year 11 or 12 student) Date

CC: Teachers of student; Year Coordinator; Reception; Parent/Carer