

# St Bernard's Catholic Primary School, Upper Mt Gravatt Guidelines for Students, Parents and Teachers

## Extended Student Absence Policy

Updated April 2010

### 1. Introduction

- a) On occasions, students have necessary absence which is unplanned and unavoidable
- b) Sometimes families make requests for students to be absent for a variety of reasons, often associated with travel and/or holidays.
- c) On occasions student absence causes requests for school work and/or changes to assessment routines.

### 2. Guiding Principles

- a) St Bernard's Catholic Primary School requires a high level student-attendance
- b) It is understood that sometimes student absence is:
  - I. Unplanned and unavoidable (eg injury, sickness, surgery – requires a doctor/specialist's certificate).
  - II. Linked to a beneficial learning activity for the student (eg overseas/Australian travel).
  - III. Parents are required to complete the **NON STATE SCHOOL ACCREDITATION BOARD'S (NSSAB)** documentation for more than 10 days absenteeism from school.



FACT SHEET -  
exemptions form com

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- c) Extended absence from school is often a hindrance to the learning program of the student, however, in order for families to enjoy valuable time together due to the pressure of work commitments, St Bernard's supports the families in their vacation leave.
- d) School-based assessment needs to be fair to all students within the school in order to maintain the integrity of the Curriculum, thus when a child is absent for the assessment this will appear on the mid-semester/end of year report.
- e) Teaching programs are well planned by teachers in each of the year levels. Teaching programs and plans are flexible to allow for individual and class differences as well as school calendar events as per St Bernard's *Calendar of Events*, therefore, detailed work cannot be accurately predicted for future teaching and learning.

### 3. Unplanned and Unavoidable Absence - Guidelines for Health-related Absence (eg injury, extended illness)

- a) The main priority is for the student to have appropriate resources dedicated to recovery.
- b) Sometimes it is appropriate for schoolwork and assessment to be missed. Special consideration (including exemption from assignments/assessment) may be sought for the student's profile following contact from parents and appropriate documentation. This will be managed by the Class Teacher in conjunction with the Principal.
- c) If assignments/assessments are missed, or will be missed, parents are welcome to request assistance to work through the class procedures.

### 4. Registered Absence

- a) A student may undertake a special education program ie. Distance Education. Home Education Unit: Ph 07 3405 3916 or web:- <http://education.qld.gov.au/homeeducation> or [homeeducation@detq.qld.gov.au](mailto:homeeducation@detq.qld.gov.au) for 12months = home education and 16 weeks distant education.
- a) Enrolment ceases at St Bernard's for the period that the child/family is absent if enrolled in the above systems.
- b) Re-enrolment occurs when the student returns to St Bernard's.
- c) Normal school fees will apply in order to hold a position for the return of the family to St Bernard's.

## 5. Planned Absence Guidelines (eg family holiday)

- a) Generally family holidays are discouraged during the school term. See 2 (c)
- b) Such enquiries should be made no less than one month prior to departure. Parents are required to read the following document:

### **ECS-3: Application for Exemption from Compulsory Schooling (non-state school)**

Section 185 of the *Education (General Provisions) Act 2006* empowers the chief executive to grant a parent of a child of compulsory school age, an exemption from compliance with the obligations, set out in section 176, to ensure the child is enrolled in a State school or a non-State school and attends on every school day for the educational program for which they are enrolled.

This form is to be used to apply for an exemption for a child of compulsory school age who is enrolled in a non-state school. An exemption from compulsory schooling may be granted if the Assistant Director-General, Tertiary and Non-State Education, is reasonably satisfied that:

- the child can not attend the non-state school; or
- it would be unreasonable in all the circumstances to require the child to attend the non-state school

Part A of this form is to be completed and signed by the parent/carer. Attachments which the parent/carer provides may include further explanation of the reason/s for the exemption and/or documentary evidence to support the application for an exemption.

Part B of this form is to be completed and signed by the principal.

Parts A and B and all supporting or supplementary material are to be submitted to the Manager, Office of Non-State Education, P.O. Box 15033, Brisbane 4002 by the school.

*Written notification of the decision regarding this application must be forwarded to the parent/carer and copied to the school principal.*

#### *Privacy Notice*

The Department of Education and Training is collecting the information on Part A of this form to determine if a student is entitled to an exemption from compulsory schooling. This collection is authorised by s.186 of the *Education (General Provisions) Act 2006*.

The Department of Education and Training may give identifying information from this form to the Department of Employment, Economic Development and Innovation and the Queensland Studies Authority for the purpose of verifying information supplied and updating your student account. The information in questions 13 - 19 may be disclosed to the employer nominated for the purposes of confirmation. Information from this form may also be disclosed to third parties as required or authorised by law.



FACT SHEET -  
exemptions form com

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- c) For more than 10 days parents need to log on to the following site:  
<http://www.nssab.qld.edu.au/exemptions.php>
- d) On occasions, a family trip may be deemed to be important and/or of benefit to the student's overall learning.
- e) Face-to-face teaching and learning makes it difficult to provide schoolwork for travel purposes.
- f) Senior Students – Years 5, 6 and 7, are able to work on set term assignment/assessment projects.
- g) St Bernard's School encourages students to maintain a diary of the trip.
- h) Information regarding the length of school time to be missed can be made to the Principal with a copy of the letter to the class teacher.
- i) Missed assessments will be marked absent from the student's profile and may result in a level of achievement not being awarded for the term or semester unit of work. Please seek the teachers advice re assessments.