



<b>Procedure</b>	<b>Extended Student Absence during Term Time</b>
<b>Reference No</b>	
<b>Approval Date</b>	2025
<b>Review Date</b>	2030
<b>Officer Responsible</b>	Deputy Principal
<b>Approval Authority</b>	CLT
<b>References</b>	

## **Context**

An extended absence refers to an absence of one week or more and relates to matters of the student's or family's own choosing.

From time-to-time families inform us that their son will be absent from school for an extended period of time. Reasons for such absence include but are not limited to overseas exchange, family holiday, and sporting competition (elite level). Please note that absences in this context do not include illness nor other circumstances that qualify for special provisions.

Issues arise from these extended absences which are varied and dependent on such factors as the length of time missed, the year level of the student and the nature of the subjects in the learning program. Whilst the College understands that there are many valid reasons why parents would, from time to time, take students out during term time, it is important not to lose sight of the fact that in some cases this may have quite a significant impact on the students' learning program.

## **The impact at different year levels**

Missing work at any year level has the potential to have negative consequences including disruption to the continuity of the learning program or missing essential assessment items needed for grading purposes. At senior year levels of Year 11 and 12 in particular, parents need to be aware that missed work may impact the SACE outcome. In the SACE there are many specific requirements that in many instances, if they are not completed to a satisfactory standard, will lead to the student having to repeat work, or catch up at a later time, for SACE completion to be achieved.

When a Year 12 student is absent from school for an extended period of time there is likely to be a significant degree of distress as the student contends with catching up on classwork and assessment tasks and trying to keep up with an extremely busy and full schedule. The College strongly advises against a Year 12 student undertaking an extended absence during term time.

## **Staff and student responsibilities**

Rostrevor College teaching staff are extremely generous with their time. Most teachers spend a significant amount of time working individually or in groups to assist students outside of the programmed teaching and learning time. It is an unreasonable expectation to ask teachers to work for extended periods of time with students who have chosen to miss programmed time.



## Procedures for Extended Student Absence during Term Time

To request exemption from school attendance for one week or more for the following reasons:

- Family / Travel / Holiday (up to 12 months)
- Other / Conditional (up to 1 month) e.g. religious or cultural activities
- Ongoing Medical (up to 1 month)

Please follow the link to submit **Form C**. **Please allow at least 2 weeks for approval.** Parents, guardians and relevant staff will be notified when the approval process is complete.

For exemption requests that meet the following criteria, please contact the Personal Assistant to the Head of Senior School on (08) 8364 8200 or [mstanley@rostrevor.sa.edu.au](mailto:mstanley@rostrevor.sa.edu.au) to request the relevant form:

- Exemption due to Full Time Employment or Full Time External Apprenticeship / Traineeship (**Form A**)
- Exemption due to Overseas Exchange, Elite Sports, RTO/Approved Learning Provider (less than 12 months) or Family Travel (over 12 months) **Form A1**
- Exemption for Students with a Disability, due to a Health and Medical Condition or a Behaviour Issue requiring an individual learning plan or negotiated education plan (**Form B**)

**Please note that these applications require a minimum of 4 weeks' notice to enable review by the College Principal and CESA Executive Director.**

In all instances of extended absence, families are informed that it is the responsibility of the student to catch up on missed work.

**Teachers** are expected to provide an assessment and lesson outline in all subjects in SEQTA. These provide the sequence of learning activities and the timing of all assessments.

**Students** who miss work have the following responsibilities:

- To inform the teacher of the absence.
- To make sure they are aware of topics/concepts missed and any assessments.
- Where possible to complete work to keep up with the learning program. Teachers will not be in contact with the student whilst the student is on extended absence.
- To negotiate any extensions to assignments using the correct protocols