



Procedure	Extended Student Absence during Term Time
Reference No	
Approval Date	2022
Review Date	2025
Officer Responsible	Deputy Principal – Head of School
Approval Authority	Principal
References	
Attachments	<ul style="list-style-type: none">• Exemption due to Full Time Employment or Full Time External Apprenticeship / Traineeship [Form A]• Overseas Exchange, Elite Sports, RTO/Approved Learning Provider (less than 12 months) Family Travel (over 12 months) [Form A1]• For Students with a Disability, a Health and Medical Condition or a Behaviour Issue requiring an individual learning plan or negotiated education plan [Form B]• Family / Travel / Holiday (up to 12 months). Other / Conditional / Ongoing Medical (up to 1 month) [Form A]

Procedures for Extended Student Absence during Term Time

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

1. **Parents** must initiate contact with the College by calling the **Executive Assistant to the Deputy Principal – Head of School** on (08) 8364 8354 or by emailing cpapillo@rostrevor.sa.edu.au
2. Parents will be required to provide the reason and the period of exemption being requested.
3. The appropriate action will be informed by the reason for the extended absence, the length of time missed and the likely impact on the student's learning program.
4. Once a parent has made contact the College and outlined the reason for the absence, one of the following forms will be sent for completion.
5. Families are asked to allow 2 weeks for approval.

Form A	Exemption due to Full Time Employment or Full Time External Apprenticeship / Traineeship
Form A1	Exemption due to Overseas Exchange, Elite Sports, RTO/Approved Learning Provider (less than 12 months) Family Travel (over 12 months)
Form B	Exemption for Students with a Disability, due to a Health and Medical Condition or a Behaviour requiring an individual learning plan or negotiated education plan
Form C	Exemption due to Family / Travel / Holiday (up to 12 months). Other / Conditional / Ongoing M (up to 1 month)

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 (e-mail is a good source of communication).
- 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.



ROSTREVOR
COLLEGE

Updated: May 2022

**APPLICATION FOR EXEMPTION FROM SCHOOL
ENROLMENT/ATTENDANCE AND EDUCATION
ENROLMENT/PARTICIPATION**

Full Time Employment or Full Time External Apprenticeship / Traineeship
for all students 17 years and under

Email documentation to: cpapillo@rostrevor.sa.edu.au

FORM A - ED 175

(Allow at least 2 weeks for approval)

The student must attend school regularly until exemption is approved.

COMPULSORY DETAIL (Family to Complete)

Name of Student (in full)			
School	Rostrevor College		
Principal's Name	Shana Bennett		
Parent/Guardian Address			
Parent/Guardian Phone		Postcode	
Student's Date of Birth	Age	Gender	Yr Level
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children and Young People in Care	<input type="checkbox"/>	Aboriginal	SWD
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name of Parent/Guardian	Signature		

Principal Recommended and Approved by the Director of Catholic Education SA

Full Time Employment
(Refer to Guidelines)

<input type="checkbox"/>	30 hrs or more for 15 yr old	Start Date:		End Date:	
<input type="checkbox"/>	25 hrs or more for 16 yr old	Start Date:		End Date:	

☐ Confirmation letter from Employer attached
No. of hours offered **MUST BE STATED**

Full Time Non CESA Education

Attach a description of the strategy to support the student's SACE completion.

☐ Full Time External Apprenticeship / Traineeship

☐ Copy of contract / letter of offer from Employer attached.

Start Date | End Date

Employer Details

Employer's Name	Business Name	
Business Address		
Number of hrs offered	Phone:	Start Date

Principal – Recommended

Signature

Date

Director of Catholic Education SA - Approved

Signature

Date



ROSTREVOR
COLLEGE

Updated: May 2022

**APPLICATION FOR EXEMPTION FROM SCHOOL
ENROLMENT/ATTENDANCE AND EDUCATION
ENROLMENT/PARTICIPATION**

**Overseas Exchange, Elite Sports, RTO/Approved Learning Provider
(less than 12 months) Family Travel (over 12 months) for all students 17
years and under**

Email documentation to: cpapillo@rostrrevor.sa.edu.au

FORM A1 - ED 175

(Allow at least 2 weeks
for approval)

The student must attend school regularly until exemption is approved.

COMPULSORY DETAIL (Family to Complete)

Name of Student (in full)			
School	Rostrevor College		
Principal's Name	Shana Bennett		
Parent/Guardian Address			
Parent/Guardian Phone			Postcode
Student's Date of Birth	Age	Gender	Yr Level
	Children and Young People in Care <input type="checkbox"/>	Aboriginal <input type="checkbox"/>	SWD <input type="checkbox"/>
Name of Parent/Guardian			Signature

Principal Recommended and Approved by the Director of Catholic Education SA

<input type="checkbox"/>	Overseas Exchange (Copy of Confirmation document)	Destination				
		Start Date			End Date	
<input type="checkbox"/>	Family Travel – Holiday (More than 12 months)	Destination				
		Start Date			End Date	
<input type="checkbox"/>	Elite Sports (Copy of Confirmation document)	Destination				
		Start Date			End Date	

EXTERNAL TRAINING ☐ Enrolment form attached / Letter from RTO / Approved Learning Provider

REGISTERED TRAINING ORGANISATION (RTO) / APPROVED LEARNING PROVIDER

Name:	
Start Date	
End Date	

Principal – Approval (Yes / No) Circle

Signature

Date



ROSTREVOR
COLLEGE

Updated: May 2022

**APPLICATION FOR EXEMPTION FROM SCHOOL
ENROLMENT/ATTENDANCE AND EDUCATION
ENROLMENT/PARTICIPATION**

**For Students with a Disability, a Health and Medical Condition or a
Behaviour Issue requiring an individual learning plan or negotiated
education plan for all students 17 years and under**

Email documentation to: cpapillo@rostrevor.sa.edu.au

FORM B - ED 175
(Allow at least 2 weeks
for approval)

The student must attend school regularly until exemption is approved.

COMPULSORY DETAIL (Family to Complete)

Name of Student (in full)			
School	Rostrevor College		
Principal's Name	Shana Bennett		
Parent/Guardian Address			
Parent/Guardian Phone		Postcode	
Student's Date of Birth	Age	Gender	Yr Level
	Children and Young People in Care	Aboriginal	SWD
Name of Parent/Guardian	Signature		

Principal Recommended and Approved by the Director of Catholic Education SA

Detailed information is required to support the application. Copies of all documentation pre criteria selected must be attached

<input type="checkbox"/>	Disability	<input type="checkbox"/>	Updated ILP, NEP including a timeline demonstrating how time at the school will increase
	Review Date	<input type="checkbox"/>	Provide evidence of previous strategies and additional resourcing that has been implemented
<input type="checkbox"/>	Behaviour	<input type="checkbox"/>	Attach updated ILP, NEP including a timeline demonstrating how time at the school will increase
	Review Date	<input type="checkbox"/>	Attach evidence of previous strategies and additional resourcing that has been implemented
<input type="checkbox"/>	Health / Medical	<input type="checkbox"/>	Attach updated ILP, NEP including a timeline demonstrating how time at the school will increase
	Review Date	<input type="checkbox"/>	Attach evidence of previous strategies and additional resourcing that has been implemented

ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED

Name of Student (in full) _____

☐

Conditional / Other
(more than 1 month)
e.g. COVID
restrictions

Details:

Start Date

End Date

☐

Ongoing Medical
(more than 1 month)

Details: Letter from Practitioner must be attached

Start Date

End Date

ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED**ALL DETAILS MUST BE COMPLETE****Supplementary School Program**

Week

Start Time

Finish Time

Conditions:

Thursday

Friday

Start Date

End Date

All relevant signatures must be obtained before forwarding to the Director of Catholic Education SA

Name of Parent / Guardian _____

Signature

Date

Name of School Contact Person _____

Contact Number _____

Contact Email _____

Signature

Date

Principal – Recommended

Signature

Date

Director of Catholic Education SA - Approved

Signature

Date



ROSTREVOR
COLLEGE

Updated: May 2022

**APPLICATION FOR EXEMPTION FROM SCHOOL
ENROLMENT/ATTENDANCE AND EDUCATION
ENROLMENT/PARTICIPATION**

**Family / Travel / Holiday (up to 12 months) Other / Conditional / Ongoing
Medical (up to 1 month) for all students 17 years and under**

Email documentation to: cpapillo@rostrevor.sa.edu.au

FORM C - ED 175
(Allow at least 2 weeks
for approval)

The student must attend school regularly until exemption is approved.

COMPULSORY DETAIL (Family to Complete)

Name of Student (in full)			
School	Rostrevor College		
Principal's Name	Shana Bennett		
Parent/Guardian Address			
Parent/Guardian Phone			Postcode
Student's Date of Birth	Age	Gender	Yr Level
	<input type="checkbox"/>	<input type="checkbox"/>	SWD <input type="checkbox"/>
Name of Parent/Guardian	Signature		

Principal's (or delegate's) Approval

Temporary Period of Exemption

<input type="checkbox"/> Family / Travel / Holiday (up to 12 months)	Start Date				End Date			
<input type="checkbox"/> Other / Conditional (up to 1 month) e.g. COVID restrictions	Details:							
	Start Date				End Date			
<input type="checkbox"/> Ongoing Medical (up to 1 month)	Details:							
	Start Date				End Date			

Principal – Approval (Yes / No) Circle

Signature

Date

