



MARY MACKILLOP
COLLEGE

Mary MacKillop College Planned Leave Policy



Updated EW 30/04/2021

Our College is committed to the dignity of the whole person, equality of opportunities and engaging in purposeful learning experiences.

MOTTO

My Faith is My Light

VISION

We are an interconnected, joy-filled, contemporary Catholic learning community, inspired by the Josephite traditions to be people achieving our potential.

MISSION

We forge a culture of **creativity, excellence, justice and compassion** as we **nurture, challenge, education and empower** one another.

VALUES

We uphold **SPIRIT, WISDOM, INTEGRITY, COURAGE, UNITY** and **SERVICE**
To guide our thoughts, words and actions
to **live principled lives together.**

MMC Learners are **Curious, Creative, Self-directed, and Resilient.**

MMC Learning Analogy – Stuck, Seek, Strive, Soar

Mackillop Women Shine



Policy

All students who are enrolled at school, are expected to attend school for learning every day of the school year. This policy should be read in conjunction with the College's Assessment Policy and College Attendance Policy.

Rationale

Mary MacKillop College is committed to providing safe and supportive learning environments for all students which address their educational needs.

Leave taken during term can be detrimental to the student's learning progress and should only be taken under exceptional circumstances.

Consequences

It is important that families consider the following issues when requesting leave during school time:

- Students will miss out on important learning programs. This in turn will impact on the student's learning across a range of areas.
- If assessment is missed then some areas of the student's report may be incomplete.

Families are encouraged to organize leave during school holidays. If this is not possible the **Absence Notification** letter must be submitted via email to the Principal at least one month prior to the planned leave.

Upon approval the Principal will contact parents via email regarding the student's responsibilities. Contact will then be made with the Middle Leaders, student's teachers, and office staff to inform them of the leave.

It is not reasonable for the school to replace the classwork and support provided through full attendance at the college. When the leave is unavoidable the College will consider what support is possible to be offered.

In some circumstances it may be reasonable for teachers to be able to provide work for students to undertake while extended leave is taken for holiday purposes.



Mary MacKillop College

Absence Notification

Student Information:

Student Name: _____

Year Level: _____ House Group: _____ House Group Teacher: _____

Date of Absence Inclusive: _____ to _____

Daughter's Teachers (please list):

Reason for Absence:

If the student's absence from school is greater than two weeks, it is a legal requirement for the College to request in writing the educational benefits your child will experience whilst away (Please state below).

Parent /Carer's Name: _____

Email: _____ Telephone No: _____

(H) _____ (M) _____

Parent/Carer's Signature: _____

Date: _____

Form needs to be emailed to Mrs Wedge - Deputy Principal ewedge@mmc.qld.edu.au 3 weeks prior to departure.

Office use only	
<input type="checkbox"/> Received by Student Receptionist: Yes / No (please circle)	
Signature of approval: _____	Date: _____
<input type="checkbox"/> Confirmation email sent to parent/carer: Yes / No (please circle) Date: _____	
<input type="checkbox"/> House Group and classroom teachers notified: Yes / No (please circle)	
<input type="checkbox"/> eMinerva updated: Signature: _____	Date: _____