

Planned Leave Policy



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Contents

Contents	1
College Values	2
Policy	2
Rationale.....	2
Consequences.....	3

College Values

- The dignity of each person
- Equality of opportunity
- Great trust in God

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, an application for extended leave must be made via email to the Deputy Principal Studies at least one month prior to the planned leave.

Upon approval the Deputy Studies will contact parents via email regarding the student's responsibilities. The Deputy will then contact Middle Leaders, student's teachers and office staff.

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.