

Years 7-10 Absence from Assignment Due Dates & Exams

Unexpected Absence

Exam

- Parent / carer to contact relevant HOD or Teacher to explain reasoning for absence.
- Student will sit comparable exam at time negotiated with relevant HOD or Teacher upon return to school.

Assignment

- Students who are absent must make every effort to submit the task by the due date.
- Where this is not possible to submit, the parent / carer of the absent student is to contact the teacher via email or phone on the day the assessment task is due.
- Student must submit assessment task upon first day of return to school.

Expected Absence

Less than 5 days

- Parent / carer to contact relevant LC HOD via email or phone to explain unavoidable impending student absence as soon as possible.
- LC HOD to disseminate information to relevant HODs and Teachers.
- Students to arrange for new submission and examination dates with teacher and HOD of subject area

5-10 days

- Parent / carer to contact relevant LC HOD via email or phone to explain unavoidable impending student absence as soon as possible.
- LC HOD to organise for student to complete 'extended absence' form with with HOD / Teacher detailing revised assessment conditions.
- Students to return 'extended absence' form to LC HOD- copy made and sent home to parents / carers.

More than 10 consecutive days

- Parent / carer to contact student absences to apply for an 'attendance exemption' for the duration of absence.
- LC HOD to communicate approved attendance exemptions with Teachers / HODs.
- HOD / Teacher to determine revised assessment conditions and communicate home.

Contact details for Learning Community (LC) HODs:

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**Assessment and exams MUST be completed / submitted prior to expected absence dates.*

**Adherence to above process is not followed, final results may be based on work completed in class and draft submission.*