



RAMLEGH PARK PRIMARY SCHOOL

STUDENT EXTENDED LEAVE POLICY

Help for non-English speakers

If you need help to understand the information in this policy please contact Ramleigh Park Primary School on 03 5991 5900.

Purpose

The purpose of this policy is to ensure that our Staff, Parents and members of our community understand the importance of a students education and the impact an extended absence can have. Additionally, Ramleigh Park Primary School will outline the steps taken to enrolment when an extended leave of absence is taken.

Scope

This policy applies to all Students enrolled at Ramleigh Park Primary School.

Definitions

Parent – includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the *Family Law Act 1975* (Cth) and any person with whom a child normally or regularly resides.

Policy

As a community we value the partnership we have with parents, students and families. With such a diverse and multicultural community, we understand that events and celebrations are an important part of building family culture. However we need to be mindful of the impact to our students learning when they are away for significant periods of time.

On occasions, students have necessary absences which are unplanned and unavoidable. Sometimes families make requests for students to be absent for a variety of reasons, often associated with travel and/or holidays or due to illness or other unforeseen events. Parents should inform the school in advance of any planned absence to gain approval from the Principal and to inform the classroom

teacher. Sufficient notification must be given where the absence is anticipated for greater than 2 weeks.

Due to the high demand of enrolments at Ramleigh Park Primary School, any significant absence will need to be looked at on a case by case basis by our Principal or Principal Delegate.

Ramleigh Park Primary School requires a high level of attendance - aiming for 95% per student. It is the school's responsibility to record the attendance of students.

Generally, family holidays are discouraged during the school term. Extended absence from school is often a hindrance to the learning program of the student, however, in order for families to enjoy valuable time together due to the pressure of work commitments, Ramleigh Park Primary School supports the families in their vacation leave.

- School-based assessment needs to be fair to all students within the school in order to maintain the integrity of the Curriculum, thus when a child is absent for the assessment this may be reflected in the mid-semester/end of year report.
- Teaching programs are well planned by teachers in each of the year levels. Teaching programs and plans are flexible to allow for individual and class differences as well as school calendar events as per Ramleigh Park Primary School calendar of events, therefore, detailed work cannot be accurately predicted for future teaching and learning. Face-to-face teaching and learning makes it difficult to provide schoolwork for travel purposes.
 - Ramleigh Park Primary School encourages students to maintain a diary of the extended leave/holiday
 - Information regarding the length of school time to be missed can be made to the Principal with a copy of the letter to the class teacher
 - Missed assessments will be marked absent from the student's profile and may result in a level of achievement not being awarded for the term or semester unit of work. Please seek the teachers advice re: assessments
 - A student may undertake a special education program i.e. Distance Education or Home Education

Leave longer than 10 weeks.

For leave longer than 10 weeks consecutively, the principal/delegate will have to discuss with the parent/s. Due to the high demand of enrolments, the student/s will need to be unenrolled. Re-enrolment occurs when the student returns to Ramleigh Park Primary school depending on if the family are living within the school catchment zone

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