



The implications of Families taking TERM-TIME HOLIDAYS

The College understands that for many the timing of annual leave may not be a parent's decision, taking students out of school during term time for holidays should be avoided, but when it is necessary, it should be **communicated to the Principal** well in advance. For student absences for periods longer than 10 days and are not due to sickness, an exemption request form needs to be completed and the absence approved so parents will not be in breach of the Education Act in terms of student school attendance. This form will be forwarded once you have informed the principal

Asking for **classwork** for students whilst they are away is problematic. Teachers source the content of their lessons from many resources and so it is difficult to provide students with details of work to be covered and without teacher direction, it may not be easily understood by students as to what is required of them. The scope and sequence of what is to be covered in each subject is available on the intranet, criteria sheets outline what is required but the provision of detailed lessons is a difficult request on teachers and should not be an expectation.

It is Siena policy that no student should sit a **written exam** prior to the rest of a class for obvious reasons of exam security. At the discretion of the Subject Curriculum Leader, students may sit exams after the rest of the class but the use of the results would be at the discretion of the College, possibly giving the students/parents an indication of their performance as again, there could be security issues. This may mean that the student's performance in that subject may not be able to be reported on in a formal school report and could possibly prevent a student from completing the mandatory components of a course. In Years 11 and 12 this could affect OP and/or QCE eligibility.

Students who are absent due to holidays when a **long term assessment** item's submission date occurs should submit the assessment item before they leave. If the student is part of a group assessment piece, or the assessment is a practical eg in science or involves physical performance then it is difficult for the teacher to replicate the same conditions as for the rest of the class. This would be detrimental to both the student and the group.

There are extenuating circumstances in all of the above eg sickness, a family bereavement but such cases require documentation.

Graeme Hight
(Principal)