

James Sheahan Catholic High School

Absence from School and Formal Exams and/or Formal Assessment Tasks due to Travel (Family Holidays or Family Reunions)

Under the School's assessment guidelines the taking of leave during school terms for the purpose of family holidays or family reunions does not constitute a valid reason for being absent from a Formal Examination or Formal Assessment Task. Likewise, absence due to spectator attendance at a leisure or recreational event, such as a music concert or sporting match, is not considered valid grounds for an extension or rescheduling of an examination or Formal Assessment Task. Students who miss an examination or Formal Assessment Task due to the above reasons will receive a "0" mark.

Naturally, the school recognises and understands absence from a task or exam due to sickness, family crisis or tragedy, and variations beyond the control of a student, including school organised excursions. In cases other than excursions, students need to provide a written explanation (including a medical certificate for illness, in the case of Years 10 to 12) and alternative arrangements would be made.

Students attending excursions need to inform their relevant teacher in advance of a missed task or exam (Years 7-9) or complete an Illness/ Misadventure form before the day of the task or exam and submit to the relevant Subject Coordinator for Years 10-12. Representation at an elite level in sport or a cultural endeavour is recognised as a valid reason for being absent from an examination or task.

These policy guidelines reinforce to students the importance of their school education, help provide a level playing field for all students, minimise the opportunity for unfair advantage and safeguard the integrity of examination papers and Formal Assessment Tasks.

Extended Leave (Travel/ Holidays/ Family Reunions)

In 2015, the Bathurst Catholic Education Office released new guidelines for absence during school terms. Parents/ carers removing students from school for the purpose of travel (eg holidaying, family reunions) for less than 10 school days must provide a letter of explanation to the Roll Call teacher. If the leave is more than 10 school days, an Application for Exemption must be completed and submitted to the Assistant Principal a minimum of three weeks before the intended travel. The Assistant Principal will consider the application and if accepting the explanation, will provide a Certificate for Exemption. Leave application forms are located on the school website.

Under CEO Guidelines, reflecting the NSW Education Act (1990), the School is not expected to provide work for a student during an extended period of holiday/ travel leave. As such, teachers are not required to provide school work or assessment tasks during a student's extended absence related to travel or holidaying. If individual teachers wish to provide class work they can but there is no expectation of this and this may not be feasible given that schools have largely moved away from textbooks to more authentic, collaborative 21st century style teaching and learning approaches.

Under BOSTES Grade guidelines (Years 7 to 11), your child will receive A to E grades that are reflective of their ability and not be penalised in this regard for missed tasks or course work. Teachers will use their professional judgement of your child based on completed tasks and **demonstrated** student performance.

Your child is required to catch up all missed course work within three weeks of his/ her return and does not receive exemption from assessment tasks due upon their return.