



Nowra Anglican College

Granting of Leave for the purpose of holidays

Student leave during school time is to be at a minimum and only permissible for significant pastoral reasons and in consultation with the school. All families must contact the school regarding leave *prior* to any bookings being made. Any holiday that has been booked without school consultation may impact on the student's assessment results.

Changes made to the NSW Attendance Codes have been implemented to ensure nationally consistent parameters for the collection and reporting of student attendance data.

In schools there are 3 acceptable reasons for a student's non-attendance at school. These are:

- Sickness
- Leave
- Exemption

If a Principal does not accept that a student's non-attendance satisfies the criteria for one of these categories, the absence will be recorded as unexplained.

As part of the implementation of the National Standards, holidays taken by students outside of school vacation periods will now be included as absences and no longer an exemption from attendance. Parents are encouraged to holiday during the school holiday period. Parents are discouraged from requesting additional holiday leave during term time because of the disruption that this may cause to their child's academic and wellbeing program.

Each request for leave or exemption will be reviewed and a decision will be made as to whether the leave is approved or unapproved.

Request for exemption process

Principals have the authority to grant an exemption from attendance at school for certain reasons including:

- exceptional domestic circumstances, but **not including participation in family holidays** during school term, subject to being satisfied that this is in the best educational interests of the child
- other exceptional circumstances such as the health of the student where sick leave or alternative enrolment is not appropriate
- the child being prevented from attending school because of a direction under section 42D of the *Public Health Act 1991*
- employment in the entertainment industry or participation in elite sporting events for short periods of time
- Parents will submit the application and supporting documentation, where requested, to the Principal.

- The Principal will consider the application in accordance with the criteria in the guidelines from the NSW Department of Education and Communities
- Where the application is supported the Principal will provide the original exemption certificate to the parent/s
- Parents may collect the Application for Extended Leave – Vacation/Travel from Student Services.
- Where the application is not supported the Principal will notify the parents in writing of the unsuccessful outcome
- Copies of the application and exemption certificate are filed on each students' file.

(For further information refer to the Nowra Anglican College Exemption from Attendance Policy and the NSW Government Education and Communities, Exemption from School Procedures)

Request for Leave process

Absence Other than Sick Leave

Principals in NSW schools have the authority to record non-sick leave in a school year for students of compulsory school age who are absent and whose parents have provided an acceptable explanation of the absence. The absence may be due to:

- misadventure or an unforeseen event
- participation in special events not related to the school
- travel in Australia or overseas
- domestic necessity, such as the serious illness of an immediate family member
- attendance at funerals
- recognised religious festivals or ceremonial occasions

If a student is absent from school due to any of the above reasons, the absence will be recorded on the Attendance Register as Leave from School. A note of explanation is to be given to Student Services for 1-2 days. For 3 or more days, parents are required to complete an Application for Leave form. Where possible it is requested that the school be provided with at least 4 weeks' term time notice.

After consideration, the parent/carer will either be issued with a Certificate of Extended Leave or a letter declining the application. Certificates of Extended Leave are provided when it has been clearly demonstrated that the leave is necessary or desirable, and that alternatives to providing leave such as distance education, have been considered. Further, the period of extended leave must be in the student's best interests in the short and long term.