

## Appendix 1 - Notification of an Extended Absence from School



### Notification of an Extended Absence from School

Daily attendance is important for all children and young people to succeed in education and ensure their social development.

Extended absences from school do not provide optimal learning opportunities and can have negative effects on student learning and outcomes. Of course, some extended absences are unavoidable, such as illness or a serious family situation. However, parents/carers should consider the impact of long-term absences that are within their control, such as overseas travel.

Extended absences have a serious impact on educational progress in the senior years of schooling and become critical in Victorian Certificate of Education VCE, as there are specific Victorian Curriculum and Assessment Authority VCAA requirements for attendance. Extended absences taken without the school's acknowledgement will put a child's ability to obtain successful completion at risk.

If you do wish to notify the school of an extended absence, please complete the form below and submit the request to your year level coordinator/s at least four school weeks in advance of the proposed absence.

Prior to the absence, students need to see each teacher so that they can fill in a "Work to be Completed" form

On return from the absence, the student and parent/carers will be contacted to attend an interview with the year level coordinator/s to support their transition back into classes.

**Name of student:** \_\_\_\_\_ **Homegroup:** \_\_\_\_\_

**Period of absence:** \_\_\_\_\_

**Reason for absence:**

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**Parent/carer signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### School use only:

Approval for extended absence granted: YES / NO

Approval acknowledged by: \_\_\_\_\_ (Year Level Coordinator)

Approval acknowledged by: \_\_\_\_\_ (Curriculum Leader)

Date: \_\_\_\_\_

## Appendix 2 - Extended Absence from School - Work to be completed form



### EXTENDED ABSENCE FROM SCHOOL - WORK TO BE COMPLETED FORM (to be completed prior to absence)

Child's name: \_\_\_\_\_

Homegroup: \_\_\_\_\_

**Teachers** - please be informed that this student will be absent from your classes for the following from \_\_\_\_\_ to \_\_\_\_\_.

Please include on this sheet the work that you require the student to undertake during this time. Please state if the student will miss any assessment tasks or School Assessed Coursework and explain if this absence may affect this student's overall satisfactory result in your subject.

Subject	Work to be completed while absent	Absences – total number of periods	Teacher initials

Student signature \_\_\_\_\_

Parent/carer signature \_\_\_\_\_

Year Level Coordinator signature \_\_\_\_\_

Curriculum Leader signature \_\_\_\_\_

Absence notification date \_\_\_\_\_