



Extended Holiday Absence from Classes Procedure

Students going on Extended Holidays are to follow the following procedure:

1. Any staff member that is made aware of a student who is intending on taking extended leave (5 or more days) due a holiday need to inform reception and the students YLL through a wellbeing report.
2. Students are to provide supporting documentation (letters from parents etc.) to reception.
3. Reception to inform the Director of Curriculum and Pedagogy
4. Students collect the Extended holiday parent letter and student form from reception.
5. Students are to get the form signed by their subject teachers.
6. Subject teachers are expected to identify any classwork that will be missed and indicate if the student will miss an assessment task.
7. Once the student extended holiday form is signed by all the student's teachers (inc. HRM teacher) and parents, the form is returned to reception.
8. Reception will handle all standard communication with parents, teachers, and myself (If there are any overarching wellbeing concerns, then this will be addressed the Wellbeing team).

Considerations:

- If a student receives a grade of zero, resulting in their overall score being below the minimum requirement to apply for an accelerated program, the Director of student Pathways may consider their eligibility based on work ethic, study habits and previous performance.