

Dear Parent/Caregiver

**EXTENDED STUDENT ABSENCE DURING COLLEGE TERM
For all Nazareth students – Reception through to Year 12**

At Nazareth we believe a student's development for life beyond school will be enhanced through the promotion of the common courtesies of punctuality, attendance, work completion and meeting personal responsibilities.

It is important therefore that we ask families who choose to have their child stay away from the College for a period of one week or more to inform the Principal in writing, outlining the reason for the student's extended absence.

From time to time families inform us that their child will be absent from the College for an extended period of time for reasons such as interstate or overseas holidays, family reasons or involvement in sporting competitions (State/National Representation).

Issues arise from these extended absences which are varied and dependent on the length of time missed, the year level of the student and the nature of the subject in the learning program. Whilst the College understands there are many reasons why parents/caregivers would take their children out of school during term time, it is important to note that in some situations this may have a significant impact on the child's learning.

Our experience clearly shows us that from the moment a student stays away from the College for extended periods, there will be increasing problems with that student's ability to cope with the demands of their studies. This is especially the case at Year 12.

The impact of missing work has the potential for negative consequences to the continuity of the learning program offered and may lead to essential assessment items missing for grading and reporting purposes. At Year 11 and 12, parents/caregivers need to be aware that missed work may affect SACE outcomes, in particular where assessment components require a satisfactory achievement standard.

The College requires that in all circumstances of extended absence, parents/caregivers initiate contact with the College and advise the length of absence and the impact on the student's learning program.

We ask that parents/caregivers complete our online [Notification of Student Extended Absence from School form](#). This form will be sent directly to the relevant Student Services team.

In Middle and Senior Years we expect that students will:

- inform their subject teachers of the absence
- ensure they are aware of the topics/concepts they are missing in any summative assessments
- where possible, complete work to keep up to date with the learning plan
- negotiate any extension for summative assessment where applicable through the correct protocols.

Yours faithfully



Mr Jeff Sochacki
R-12 Deputy Principal