School Attendance – Kinross Wolaroi School

The NSW Government has recently introduced amendments to the legislation relating to leave applications and the Minister for Education has instituted changes to the process of the recording of attendance and applying for absence from School.

Parents and Carers are encouraged not to withdraw their children from school for family holidays.

As of 2015, any family holiday taken during term time will be counted as an absence. Families are requested to holiday or travel during school vacation time only. Certificates of Exemption no longer apply to family holidays/travel taken during term time. Instead, if “in-term holidays” are unavoidable, parents should apply for Leave in writing directly to the Principal providing details as per the form outlined below.

Parents seeking leave for a family holiday during term time need to submit an Application for Extended Leave – Vacation/Travel form to the Principal for approval at least 2 weeks prior to the requested Leave/Exemption period. If approval is not granted, the absences will be recorded as unjustified.

An Application for a Certificate of Exemption is still required for all non-holiday related requests for Leave. (These include for example, exceptional domestic necessity, elite non-school sport, participation in special events, etc).

If the reason for requesting leave is in keeping with the requirements under the Education Act and considered to be in the student’s best academic interests, the Principal will accept the request and Leave will be granted and the absence will be recorded as “L” (Leave/Absence). If the Principal does not accept the request for Leave, it will be recorded as “A” (Unexplained or Unjustified Absence). If leave is approved by the Principal, a Leave Approval letter will be issued and emailed to parents. Parents will be notified by email if leave is not approved.

A copy of all Leave/Exemption documents will be kept on the student’s file. In the case of Certificates of Exemption, the original must be kept by the parents.

The following must be taken into consideration when applying for Leave/Exemption:

- **The Education Act** requires that students are at school unless they are ill or there are exceptional circumstances. A family holiday is not considered, under the Act, to be an exceptional circumstance. It is an expectation that a request for leave during Term time will be made well in advance and at least 2 weeks prior to the requested leave period, to ensure that any special arrangements can be put in place if Leave is granted.

- **Leave for students in Years 11 and 12** is extremely difficult because of the Board of Studies’ Assessment requirements. Students who are seeking Leave will need to speak to the Director of Studies, to determine how they might complete all BOS Assessment and Coursework requirements. Please refer to the Assessment Policy on Submission of Tasks (4.2) and Absences (4.3)

- **Students in Years 7 to 10** are also required to meet sufficient course outcomes and complete scheduled assessment tasks. Please refer to the Assessment Policy on Submission of Tasks (4.2) and
Absences (4.3). Any matters relating to missing of assessment tasks need to be addressed prior to the leave with the relevant Head of Faculty.

- **Students in K - 6** have course outcomes to complete. In the first instance parents are to speak with the class teacher regarding the work that will be missed. There will be a requirement to make up work missed depending on the year level and content being covered at the time.

Brian Kennelly  
Principal – KWS

15 March 2015