

## Leave Policy For Students

### APPLICATION FOR LEAVE:

The college expects families to make their family leave arrangements during school vacations. It recognises that at times, however, due to circumstances, this is not always possible and that family leave may need to involve some school time.

When planning family leave, families will need to fulfil certain requirements:

1. Check the school vacation times and endeavour to make this part of the travel arrangements.
2. Fill in the attached application form and send it to school as soon as possible.
3. Phone the student's Year Co-ordinator before finalising any details.

### REPORTS

Parents must realise that reports are issued at the end of each Semester based on the entire Semester's work and that in certain circumstances, reports may either be given on a limited basis or not at all:

#### **Circumstance One – 1-4 School weeks:**

- Should a student be away from school for up to a period of 4 weeks, a school report will still be issued provided that this time does not occur during any major exam time and that any work missed during that time is completed satisfactorily. It is the student's responsibility to gather information regarding what work will be missed during this time.
- Failure to complete any major assessment may result in a limited report being issued.

#### **Circumstance Two – 5 to 10 School weeks:**

- Should a student be away from school for **up to** a period of 10 weeks, then a **limited report** will be issued provided that any work missed during that time has been completed satisfactorily. It is the student's responsibility to gather information regarding what work will be missed during that time.
- The College advises that should a student be away from school for up to 10 weeks, then that student should enrol at a school at their destination.

#### **Circumstance Three – More than 10 School weeks:**

- Should a student be away from school for more than 10 weeks, then no report will be issued that Semester.
- Should a student be away from school for longer than 10 weeks, then that student should enrol at a school at their destination with a record of attendance and achievement being brought back to Domremy. If no enrolment has occurred, the School will have deemed that the student has not completed a satisfactory period of schooling and thus, may consider repeating the student.

### **Your Child's Education:**

The staff at Domremy College are highly committed to providing your child with the best possible education. However, if you must take your child out of school, then you must also share the responsibility by ensuring that work missed by the student during this time is completed satisfactorily.

### **Financial Arrangements:**

It would also be expected that all outstanding fees be paid before a student takes leave from the College. Consequently, the Bursar's clearance will need to be sought (see application form).

## APPLICATION FOR LEAVE

- I have read the attached sheet outlining the school's policy for students who miss schoolwork due to leave from school.
- I have checked the school vacation dates to ensure that no or minimal disruptions will occur to my daughter's education.
- I have phoned the Year co-ordinator before finalising any travel arrangements.
- I have paid all School Fees owing before this application can be approved.

NAME OF STUDENT: \_\_\_\_\_ ROLL CLASS: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

REASON FOR LEAVE: \_\_\_\_\_

\_\_\_\_\_

LAST DAY OF ATTENDANCE AT SCHOOL: \_\_\_\_\_

DATE OF RETURN TO SCHOOL: \_\_\_\_\_

TOTAL NUMBER OF WEEKS AWAY: \_\_\_\_\_

\_\_\_\_\_

TOTAL NUMBER OF SCHOOL WEEKS AWAY: \_\_\_\_\_

\_\_\_\_\_

Parent/s Signature \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Office use only)*

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

Year Co-ordinator's Signature \_\_\_\_\_

Bursar's Signature: \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_