



ST. BRIGID'S  
COLLEGE

## BOARDER'S LEAVE POLICY

Issue Date: 2014  
Due for Review: 2014  
Next Review: 2015  
Due Review: 2017

### Rationale

As stated in the School Education Act 1999, it is expected that students attend school for each day that it is open for instruction.

#### 23. Attendance

(1) A student must on the days on which the school is open for instruction —

(a) either —

(i) attend the school at which he or she is enrolled; or

(ii) otherwise participate in an educational programme of the school whether at the school or elsewhere, as required by the principal.

[http://www.des.wa.gov.au/files/pdf/school\\_education\\_act\\_1999.pdf](http://www.des.wa.gov.au/files/pdf/school_education_act_1999.pdf)

### Definitions

- **Public Holiday** – is a day is gazetted by the government as a public holiday, and may occur at any stage in the calendared week.
- **Boarder's Long Weekend** – an additional Student Free Day, generally mid-term, which allows for boarding students to be able to travel home. Whenever possible, a Boarder's Long Weekend includes a public holiday with an additional Student Free Day. The College's Boarding facilities do not remain open during these times.
- **Gazetted Long Weekend** – when a public holiday falls on a day adjacent to a weekend (for example ANZAC Day occurring on a weekend), it creates a Gazetted Long Weekend. If this is in term time, it will generally be three days in length. If a gazetted long weekend is **not** incorporated into a Boarder's Long Weekend the College's Boarding facilities generally do remain open during these times.

### Attendance Of Scheduled Classes

It is expected that all students (day and boarding) attend all contact days in the College's calendar. Boarding students are not permitted to be absent for additional days, whereby a Boarder's Long Weekend, Gazetted Long Weekend or a Public Holiday occur; as a

student's learning is directly affected by being absent from classes and often assessments are not able to be sat. In the interest of equity to all students who are in attendance; students who are absent and do not have a medical certificate, will be included under the College's Extended Leave Policy, whereby -

- Students will not be able to sit Assessments and Examinations earlier or later than the scheduled completion date. Students and their families are provided with an assessment outline at the commencement of the term/semester, so as to monitor deadlines. This is intended to ensure equity for those students who are present at the College.
- Where students are absent for a scheduled assessment or examination, a '0' will be awarded.
- It is the responsibility of students to ensure that they have maintained their study load whilst absent from regular classes. It is not the responsibility of staff members to provide additional 'catch up sessions' for students taking extended holidays.

### **Limited Exemptions**

Whereby a student's travel arrangements are beyond their control (i.e. flights or trains only available on a particular day); and in consultation with the Head of Boarding and Deputy Principal, students may be rendered exempt from the above penalties.



ST. BRIGID'S  
COLLEGE

LEAVE OF ABSENCE – BOARDER'S LONG WEEKEND

Surname : \_\_\_\_\_  
Homeroom : \_\_\_\_\_

First Name : \_\_\_\_\_  
Year Level: \_\_\_\_\_

Dear Mrs Cream and Ms Walsh,

I would like to request an extended leave of absence from classes at St Brigid's College, between the \_\_\_ / \_\_\_ / 2016 and \_\_\_ / \_\_\_ / 2014; as my daughter will be leaving the St Brigid's College Boarding House (please indicate reason for request) earlier than the designated holiday period.

I am fully aware of the implications of the requested leave of absence, including that –

- Students will not be able to sit Assessments and Examinations earlier or later than the scheduled completion date. This is intended to ensure equity for those students whom are present at the College.
- If I am absent for a scheduled assessment or examination, a '0' will be awarded.
- It is my responsibility to ensure that I have maintained my study load whilst absent from regular classes. It is not the responsibility of staff members to provide additional 'catch up sessions' for students absent for these reasons.
- My final results in each subject may be impacted upon, as a result of this absence.

All of my teachers are aware of my request for a leave of absence (please ask each of your subject teachers to complete the following).

Subject	Number of Lessons Missing	Number of Assessments Missing	Teacher's Name	Teacher's Signature

Thank you for your consideration of this application.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_ / \_\_\_ / 2016

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_ / \_\_\_ / 2016



ST. BRIGID'S  
COLLEGE

REQUEST FOR EXEMPTION FROM LEAVE OF ABSENCE PENALTIES –  
BOARDER'S LONG WEEKEND

Surname : \_\_\_\_\_ First Name : \_\_\_\_\_

Homeroom : \_\_\_\_\_ Year Level: \_\_\_\_\_

Dear Mrs Cream and Ms Walsh,

I would like to request an exemption from penalties for my daughter leaving early for the upcoming Boarder's Long Weekend (dates \_\_\_ / \_\_\_ / 2016 and \_\_\_ / \_\_\_ / 2016) because –

Flights home are only available for my daughter to travel on \_\_\_ / \_\_\_ / 2016

Trains home are only available for my daughter to travel on \_\_\_ / \_\_\_ / 2016

Distance travelled home requires an additional day of travel (destination \_\_\_\_\_)

Other \_\_\_\_\_

Thank you for your consideration of this application.

\_\_\_\_\_  
Student Name                      Student Signature                      \_\_\_ / \_\_\_ / 2016

\_\_\_\_\_  
Parent Name                      Parent Signature                      \_\_\_ / \_\_\_ / 2016