

# EXTENDED LEAVE POLICY

ST MARY MACKILLOP PRIMARY SCHOOL  
KEILOR DOWNS



St Mary MacKillop School has a strong commitment to child safety as is reflected in our Vision Statement: “In and through positive relationships, we aspire to protect all children under our care, prioritising their safety and wellbeing.” We continually strive to ensure that every child is safe from harm including all forms of abuse. We exercise zero tolerance to abuse.

## EXTENDED LEAVE:

The purpose of this policy is to provide some information when planning extended leave from school.

Leave taken during term can be detrimental to your child’s progress and the learning undertaken by your child. It is important that families consider the following issues when arranging holidays to be taken outside of school holiday times.

- Students may miss out on important learning programmes. This in turn may impact on your child’s learning. The school accepts no responsibility for learning that is missed during extended leave taken.
- Some younger students may find it difficult to learn school routines and develop social groups depending when extended leave is taken.
- If important assessments are missed then some areas of your child’s report may be left incomplete.
- Extended absences cause extra organisational issues for in-class and co-curricular activities including sports days, NAPLAN assessments, assemblies, camps, sacramental programmes performing arts and so forth. Your child’s involvement in these activities cannot be guaranteed if essential preparation has not been undertaken or if they are absent when activities are planned.
- Teachers will not provide work for children to undertake, while extended leave is taken for holiday purposes.

## Please refer to the Education and Training Reform Act (2006):

Parents/guardians must enrol a child of compulsory school-age at a registered school and ensure the child attends school at all times when the school is open for instruction or seek enrolment for other approved tuition.

Students are expected to attend normal school hours every day of each term. An exemption should be sought if the attendance expectation is reduced for a particular child. A principal or regional director (depending on the circumstances) authorise an exemption and provide written approval for student attendance to be exempt or reduced to less than full time.

For absences where there is no exemption in place, the parent/guardian should provide an explanation on each occasion and the school will determine if the explanation provided is a reasonable excuse for the purposes of the parent meeting their responsibilities under the Education and Training Reform Act 2006.

Schools must maintain attendance records and develop policies to support and maintain attendance.