
**KCCS MAINTAINING STUDENT ENROLMENT
AND ATTENDANCE REGISTERS**

**KCCS CERTIFICATE OF EXEMPTION POLICY
(APPENDICES 1-5)**

UPDATED MARCH 2016

Policy Statement

The Kingdom Culture Christian School seeks to provide, through its pastoral care and attendance policies and procedures, a safe, caring and flexible environment where students can be trained in the importance of regular attendance and in respect to being accountable. It will enact procedures that meet all legal requirements.

Enrolment Statement

The Principal maintains an electronic register for each student. In the enrolment register, the following information of each student is recorded:

- name, date of birth and address
- name and contact number of parents or guardians
- date of enrolment and for students older than 6 years old, previous school or pre-enrolment situation
- where appropriate, the date of leaving the school and the student's destination
- where the destination of a student below 17 years old is unknown, evidence that a Department of Education and Communities Officer with home school liaison responsibilities has been notified of the student's full name, date of birth, last known address, last date of attendance, parent's names and contact details, an indication of possible destination, other information that may assist officers to locate the student, and any known occupational health and safety risks associated with contacting the parents and student.

The enrolment register of each student will be retained permanently by the School for a minimum of 7 years before archiving.

The Student's enrolment application and any related documentation is retained in the student's file under *Enrolment*

ATTENDANCE

Legal requirements– *this section outlines the general attendance rules to the end of compulsory schooling in order to provide a context for the current level of operations at the School.*

The NSW Education Amendment (School Attendance) Bill 2009 authorises relevant institutions and other people to provide information to the Principal or her / his delegate-General about a student who is not attending school as required by the Act. The Act also imposes a duty on relevant institutions to provide such information if requested by the Principal or her / his delegate-General. It also requires school principals to keep in the register of enrolments and attendances particulars about absences of children from school for medical or other reasons, and particulars about any unsatisfactory school attendance by children of compulsory school-age. Requirements for this were updated for the commencement of 2012.

Compulsory school-age

Section 21B of the Education Act states:

(1) For the purposes of this Act, a child is of [compulsory school-age](#) if the child is of or above the age of 6 years and below the minimum [school](#) leaving age.

(2) The minimum [school](#) leaving age is:

- (a) the age at which the child completes Year 10 of secondary education (subject to participation required by subsection (3)), or
- (b) the age of 17 years,

whichever first occurs.

Implementation

Student attendance is primarily the responsibility of students and parents/caregivers/ independent students. In order for parents/caregivers to fulfill their responsibility, the Principal will keep parents/caregivers informed of student absences and parents/caregivers will be required to keep the School informed when their student is absent.

The expectation of the parties to the School attendance requirement follows:

Students are expected to:

- attend the School every day and be punctual

Parents/caregivers are expected to:

- notify the School of student absences promptly
- contact the School and request make-up work during student absences
- attend all scheduled school meetings
- assist the School in upholding the standards of student attendance

The teachers and other staff are expected to:

- record student attendance on each teacher's class roll
- provide make-up work to students upon request. Make-up work is encouraged so that students will profit from future instruction
- provide thoughtful, significant and engaging curriculum and create a positive learning environment to encourage student attendance

According to Section 25 of the Education Act 1990, the Minister may grant a certificate of exemption for a child to be enrolled at a government school or a registered non-government school or to be registered for homeschooling. The School maintains a record of all documentations and copies of certificates issued under the delegation as relevant.

Responsibilities Related to Recording Student Attendance and Absences (in accordance with the 2015 NSW Attendance Register Codes)

Attendance on a daily basis is a mandatory requirement of all full time students. For students who have a negotiated part-time enrolment basis, they are responsible for attending all of their allocated days or applying for an 'explained absence'.

All attendance registers are maintained using the NSW Attendance Register Codes 2015. The attendance register of each student will be retained permanently by the School for a minimum of 7 years before archiving. All notes and records of verbal explanations of absence from parents, and records for Certificates of Exemption from Attendance and Enrolment will be retained permanently by the School for a minimum of 7 years before archiving.

1. Notification of absences

- Full time students* are expected to be in the School every day. Parents/guardians are expected to contact the School on the day of the student's absence to inform the School of that absence. (Parents/guardians are encouraged to notify the School of pre-arranged appointments as soon as the date of such appointments is known. When such notification is made, the parent/guardian need not contact the School on the first day of the absence).
- For any absence, *a written note providing the dates of and reasons* for the student's absence is required from the parent/caregiver within seven days of the student's return to the School. The purpose of this note is to determine whether or not the student's absence is explained or unexplained. This note will be maintained until the end of the School's year, for documentation purposes.
- Unexplained absences of 3 days or more will be reported to the Principal by the class teacher and the Principal or his delegate will contact the parents.
- P = partial absences.* Absences for part of a day, or unjustified lateness or fractional truancy have this code. The other codes as described in the section below are then added when the reason for the partial absence is determined. These absences are not included in the absence return.

2. Types of absences/attendance codes

The following explanations provide the types of student absence that can be recorded from the School, as per the new Attendance Register Codes [the types below are listed according to the symbols used in the register codes].

- A* = this is unexplained or unjustified absence. This will be given if no acceptable notice for the absence is given within 7 days of the absence. It is the Principal's discretion to accept the explanation provided.
- B* = this is acceptable absence based on alternative school business. Examples of this include leaving the school site to engage in sport or other approved excursions. These absences are not included in the absence return.
- E* = suspension from school. This includes a student who leaves the school without authorisation. Note the category M below for students who may start an approved re-entry program after suspension.

- d. *L* = approved leave. Examples of this leave include:
- i. Family holidays (an extended holiday in term time does not require an exemption application; it only requires an application for extended leave, in writing, approved by the Principal or his or her delegate). It is at the Principal's discretion to determine if the leave is in the best interests of the student. The guidelines will include: How will this impact the student's education? (based on such factors as length of time of requested leave, the child's capacity for learning); Will the student be able to complete school work while on leave, is the leave beneficial in other ways for the child? Will the leave be an educational experience?
 - ii. Misadventure or unforeseen event
 - iii. Participation in special non-school events
 - iv. Domestic necessity – e.g. illness of an immediate family member
 - v. Attendance at a funeral
 - vi. Recognised religious or other events
- e. *M* = approved exemption. For students of compulsory school age must apply in advance for exemption; it cannot be given retrospectively; and the Principal cannot delegate the responsibility for assessing and granting or denying exemptions, which must demonstrate procedural fairness. All applications must be in writing according to the set form on the School's letterhead. The key guideline for assessing exemptions is whether *it is in the best interest of the child*. Reasons for exemption from day attendance at school include:
- i. *Full day* – exceptional domestic circumstances; sick leave not otherwise covered; engagement in the entertainment or competitive sports fields; exclusion because of the Public Health Act
 - ii. *Part day* – behaviour management plans (note – parental agreement in writing means that an application for exemption need not be completed – and this may also include full days, up to the 50 day limit)
- These absences are not included in the absence return. The original certificates of exemption will be given to the parents and a copy included in the student file.
- f. *P* = partial absences. Absences for part of a day, or unjustified lateness or fractional truancy have this code. The other codes as described in this section are then added when the reason for the partial absence is determined. These absences are not included in the absence return.
- g. *S* = sickness. This is for sickness of the student (only), or a medical appointment. A medical certificate can be required if the explanation is doubted or if the student has a history of unsatisfactory attendance.

A BLANK means the student was present at school.

Unsatisfactory attendance

Parents or guardians of students who incurred unsatisfactory attendance records will be notified by the Principal. Absence of 20 days or more per academic year is considered to be unsatisfactory attendance. Continued absenteeism and lateness may jeopardise the student's enrolment at the School. Parents or guardians may be required to meet with the Principal to discuss how attendance and lateness can be improved. Students may be placed on a probation period if the student's attendance and lateness do not improve.

Procedures for Monitoring and Maintaining Records for Student Attendance

The Principal maintains an electronic register of daily attendance. The attendance register contains the following information of each student:

- daily attendance
- absences
- reasons for absence
- documentation to substantiate reason for absence

The Class teacher will:

- Record the daily attendance or absences of students at 9am in their classes. Class teachers will send the names of any absentees to the office manager on a roll sheet immediately after taking the roll. A student who arrives at school after 9am, will get a late card from the Front Office to be given to their class teacher.
- Record all student absences for the day in the shared electronic file *Attendance 2016*.
- Record the correct code and the reason for an absence in the shared electronic file *Attendance 2016*. Parents must notify the School as soon as they know that their child will be absent by calling the office on 02 9567 8133, or emailing contact@kccs.nsw.edu.au. The office manager will contact the parent/caregiver on the day of the student's absence if the school has not been informed of the reason for the absence.

- Require a written note with the reason for the absence within seven days of the student returning to school. A medical certificate is required to explain prolonged absences of three or more days. Absentee notes are stored in a student's individual file by the Office Manager.
- Contact a parent who fails to provide a written note after the seven days of the student's return to school. The teacher's contact with the parent will be logged and the outcome recorded
- Report any unexplained absence to the Principal or his/her delegated authority when an absentee note has not been provided after the follow-up contact with the student's parent/ caregiver. The Principal will follow-up with parent/caregiver.
- Record unsatisfactory attendance into the student's file.
- Contact parents/ caregivers regarding a student's poor attendance and notify the Principal.
- The Principal will contact the parent/caregiver. A Plan to Improve Attendance will be put in place where poor attendance which is unjustifiable is sought to be addressed.
- If the poor attendance continues the Principal will notify the home liaison officer.

Early Departures

Procedure Description:

This procedure is in place to ensure that students leaving school early are accompanied by a parent/caregiver.

Procedures:

1. Any parent/guardian requiring their student have an early departure from school must sign the student out in the Early Departure Book with the reason for the early departure. A Partial absence is recorded in the roll with the time and the reason for the early departure.
2. If the child is departing with a person who is not the parent/caregiver, the parent/ caregiver must inform the person on duty in the School Office prior to the early departure to identify the person who will be collecting the child.

Kingdom Culture Christian School

CERTIFICATE OF EXEMPTION POLICY

•RATIONALE

Each day of the school year KCCS delivers an educational program to all students in attendance. However, from time to time parents choose or are required to take their children out of school in term time for a host of reasons. This policy seeks to provide a mechanism for dealing with these occasions which is consistent with our vision.

•POLICY

The aim of this policy is to outline the procedures to be followed when exercising delegations regarding a *Certificate of Exemption* from school enrolment and attendance in the following circumstances:

- Granting and cancelling of a *Certificate of Exemption* from being enrolled and attending school for periods totaling up to 100 days in a twelve month period;
- Granting and cancelling of a *Certificate of Exemption* from being enrolled and attending school for an indefinite period for students who have completed Year 9 of secondary education and who have been approved to undertake a full-time apprenticeship or traineeship.

It includes the process for application, review and record keeping.

•CONTEXT

This policy applies to students of compulsory school-age who seek exemption from the legal requirement to be enrolled or attend school. It is the duty of parents to comply with the *Education Act 1990* and the duty of the school to maintain records of enrolment and attendance, have in place policies and procedures to provide for a safe and supportive environment for students including the provision for the welfare of students and for the protection of children.

•DEFINITIONS

Compulsory school age: A child is of compulsory school-age if the child is or above the age of 6 years

Minimum school leaving age: The age at which the child completes Year 10 of secondary education or the age of 17 years, whichever first occurs. A child who completes Year 10 of secondary education but who is below the age of 17 years is of compulsory school-age unless the child participates on a full-time basis in approved education or training or if the child is of or above the age of 15 years, paid work or a combination of approved education or training and paid work and below the minimum school leaving age.

Parent(s) Any person who has custody or care of a student.

Principal Includes an Acting Principal of the school.

•PROCEDURES

A *Certificate of Exemption* is granted by the Principal. A *Certificate of Exemption* is granted when the applicant has clearly demonstrated to the Principal that the exemption is in the student's best interests in the short and long term and when, where appropriate, other alternatives have been explored. The Principal will also take advice from the teacher/teachers to show the basis of the decision to grant an exemption. The scope of the exemption is limited to the circumstances listed in the delegation and can be for up to 100 days in a rolling year.

An application for a *Certificate of Exemption* should be made in writing in advance. Exemptions will not be granted retrospectively. Procedural fairness will be applied to the consideration of all applications. Appeals to decisions should be made in writing to the Principal attaching any supplementary information.

A *Certificate of Exemption* should not be issued in the case where there are unresolved issues concerning a risk of harm associated with the application or the child has been subject of a Family and Community Services referral. A risk assessment should be conducted to identify and manage risk prior to an approval being granted.

If a *Certificate of Exemption* is granted it will

- include any specific conditions that apply to the exemption,
- state that the exemption may be cancelled if these conditions cease to apply and
- specify the period for which the exemption has been granted.

The original *Certificate of Exemption* will be provided to the parent and a copy placed in the student's file.

Exemptions from *attendance* at school may be granted for:

- Exceptional circumstance (such as health of the student where sick leave or alternative enrolment is not appropriate)
- Employment in the entertainment industry
- Participation in sporting events (including for short periods of time (1 or 2 days) and at short notice)
- Participation in elite arts program
- the child being prevented from attending school because of a direction under section 42D of the Public Health Act 1991 (the parent is not required to complete an application for exemption).

A *Certificate of Exemption* can no longer be granted for travel or holidays during school terms. Families are encouraged to travel or holiday during school vacations. If travel during the school term is necessary, the following considerations apply:

- If the Principal accepts the reason for the absence, the absence will be marked as “L” (“L” = absence is justified).
- If the Principal does not believe the absence is in the student’s best interests and does not accept the reason, the absence is unjustified and will be recorded as “A” (A = Absence not justified).

It is the Principal’s discretion to accept or reject the explanation provided.

Exemptions from *enrolment* at school may be granted for:

- Age, where a child turns six years on or after 1 October or later in a school year and is engaged in:
 - Full-time preschool education at an accredited preschool for the remainder of the year;
 - Full or part-time accredited preschool programs for students with disabilities leading to enrolment and full time attendance at a government or registered non-government school not later than six months after the child’s sixth birthday. (In both cases, proof of enrolment or participation in the preschool and a transition to school program are a condition of the exemption);
- The health, learning or social needs or disability of a child necessitating the continuation of an individual program supported by medical specialists not longer than six months after the child’s sixth birthday. (A statement from the child’s medical specialist and a transition to school program are conditions of the exemption);

• PROCEDURES

Applications

- Applications will be made in writing using the appropriate Parental Application Form and directed to the Principal. Forms can be found in Appendix 1 & 2.
- All applications will be logged and filed in the Student file.

Review of Applications

- All applications will be reviewed by the Principal.
- Parents will be informed of the decision in writing.
- If successful, a *Certificate of Exemption* will be issued by the school to Parents. (Appendix 4 & 5)
- If unsuccessful the parent will be informed of the decision by letter. (Appendix 6)
- In the case where a refusal is being considered, parents will have an opportunity to respond before the final decision is made.

All communication during the application and review process will be in writing.

Record Keeping

- The school will keep a copy of the following documentation on the student’s file
 - The application;

- Review decision;
- Records tracking status of any conditions associated with the exemption, kept in the student's electronic file
- Certificate of Exemption (if granted);
- Copy of delegation
- The school will also maintain a log detailing an overview of all applications and decisions made using the delegations.
- The school will record the information on the register of attendance using the appropriate codes

Congruence with Legislation & Related Policies

- Education Act
- BOS Registration Systems and Member Non-government Schools (NSW) Manual
- TCS Privacy Policy
- TCS Roll Marking and Attendance Policy
- TCS Child Protection Policy

• SOURCES

NSW Education & Training Student welfare Directorate *Exemption from School – Procedures*.
Robyn Yates, AIS NSW

• ACCOUNTABILITIES

The Principal is responsible for the implementation of the policy.

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Kingdom Culture Christian School

CERTIFICATE OF EXEMPTION POLICY: Appendix 1

Application for Exemption from Attendance at School

On letterhead

APPLICATION FOR EXEMPTION FROM ATTENDANCE AT SCHOOL

STUDENT DETAILS

To be completed by the student's parents

Family name _____ Given name(s) _____

Grade _____ Date of birth _____

Address _____

_____ Postcode _____

Date of exemption applied for _____ to _____

Number of school days _____

Reason for application for exemption:

Please tick:

Exceptional circumstance	<input type="checkbox"/>
Employment in entertainment industry (please also completed Part A)	<input type="checkbox"/>
Participation in elite sporting event (please also completed Part B)	<input type="checkbox"/>
Participation in elite arts program (please also completed Part B)	<input type="checkbox"/>
Direction under Section 42D of the <i>Public Health Act 1991</i>	<input type="checkbox"/>

Please provide more detail about the reason for the application for exemption:

DETAILS OF PRIOR/CURRENT EXEMPTIONS (if applicable)

Date of prior/current exemption from: _____ to _____

Number of school days _____

Copy of *Certificate of Exemption* attached: (Please tick one box) Yes No

PARENT DETAILS

Family name _____ Given name(s) _____

Address _____

_____ Postcode _____

Telephone number _____ Relationship to student _____

As the parent of the above mentioned student, I hereby apply for a *Certificate of Exemption* from attendance at school, under the *Education Act 1990*. I understand that if the exemption is granted:

- I am responsible for his/her supervision during the period of exemption
- the exemption is limited to the period indicated
- the exemption is subject to the conditions listed on the *Certificate of Exemption*
- the exemption may be cancelled at any time.

I declare the information provided in this application for a *Certificate of Exemption* is to the best of my knowledge and belief accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the exemption may result in the exemption being revoked.

Signature of applicant/s _____ Date _____

PART A Employer's Details (in the case of employment in the entertainment industry)

To be completed by the Employer

Name of company / corporation _____

Contact person _____

Address _____

Telephone number _____ Fax _____

Email address _____

Please attach and tick -

1. Detailed itinerary / work schedule for the period of exemption sought Yes No
2. Evidence of tutor's teaching qualifications (supplied by employer) Yes No

Employer's signature _____ Date _____

PART B Participation in Accredited Elite Arts or Elite Sports

To be completed by the Applicant

Name of accredited elite arts or elite sport program _____

A. Dates of exemption applied for (if block) _____

Number of school days _____

B. Individual dates applied for: _____

Number of school days _____

C. Hours of exemption (if partial exemption, e.g. 9am-11:30am): _____

Reason for Application for Exemption (Please tick)

Training for Elite Sport

Elite Sport Event or Tour

Elite Arts Program

Please provide more detail about the reason for the application for exemption:

Note: A schedule of participation, training or tour itinerary from the arts body or sporting body (e.g. Australian Institute of Sport) must be attached with contact names and numbers.

CERTIFICATE OF EXEMPTION POLICY: Appendix 2

Application for Exemption from Enrolment at School

On letterhead

APPLICATION FOR EXEMPTION FROM ENROLMENT AT SCHOOL

STUDENT DETAILS

To be completed by the student's parents

Family name _____ Given name(s) _____

Age _____ Date of birth _____

Address _____

_____ Postcode _____

Date of exemption applied for _____ to _____

Number of school days _____

Reason for application for exemption (Please tick: ✓)

- Age, where a child turns six years in October or later in a school year and is engaged in full time preschool education at an accredited preschool for the remainder of the school year.
- Participation in full or part-time accredited preschool programs for students with disabilities leading to enrolment and full time attendance at a government or registered non-government school not later than six months after the child's sixth birthday.
- The health or disability of a child necessitating the continuation of an individual program supported by medical specialists not longer than six months after the child's sixth birthday.

Please provide more detail about the reason for the application for exemption here:

DETAILS OF PRIOR/CURRENT EXEMPTIONS (if applicable)

Date of prior/current exemption from: _____ to _____

Number of school days _____

Copy of *Certificate of Exemption* attached: (Please tick one box) Yes No

PARENT DETAILS

Family name _____ Given name(s) _____

Address _____

_____ Postcode _____

Telephone number _____ Relationship to student _____

As the parent of the above mentioned student, I hereby apply for a *Certificate of Exemption* from attendance at school, under the *Education Act 1990*. I understand that if the exemption is granted:

- I am responsible for his/her supervision during the period of exemption
- the exemption is limited to the period indicated
- the exemption is subject to the conditions listed on the *Certificate of Exemption*
- the exemption may be cancelled at any time.

I declare the information provided in this application for a *Certificate of Exemption* is to the best of my knowledge and belief accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the exemption may result in the exemption being revoked.

Signature of applicant/s _____ Date _____

Kingdom Culture Christian School

CERTIFICATE OF EXEMPTION POLICY: Appendix 3

Certificate of Exemption from Attendance at School under Section 25 of the Education Act 1990

On letterhead

CERTIFICATE OF EXEMPTION FROM ATTENDANCE AT SCHOOL UNDER SECTION 25 OF THE EDUCATION ACT 1990

STUDENT DETAILS

Family name _____ Given name(s) _____

Age _____ Date of birth _____

Address _____

Postcode _____

Date of exemption _____ to _____

Reason for the exemption:

Conditions of the exemption (note: for a part day exemption the hours of program participation must be specified, including the plan to have the student attend school full time).

It has been explained to the parent of the above mentioned student that they are responsible for his/her supervision during the period of exemption.

The parent understands that this exemption is limited to the period indicated, acknowledges that the exemption is subject to the conditions listed and that the exemption may be cancelled at any time.

Name of Principal _____

Signature of Principal _____ Date _____

• SECTION 42D OF THE PUBLIC HEALTH ACT

Duties of Principals and Directors when there is an outbreak of a Vaccine Preventable Disease

- (1) The principal of a school, or the director of a child care facility, must, on becoming aware that a child enrolled at the school or facility is suffering from a vaccine preventable disease, inform the [medical officer of health](#) for the [medical district](#) where the school or facility is located that the child is suffering from the disease.
- (2) On being informed that a child is suffering from a vaccine preventable disease, a [medical officer of health](#) may, for the purpose of preventing the spread of the disease, direct the principal of the school, or the director of the child care facility, at which the child is enrolled to do either or both of the following:
 - (a) to send or deliver to the parent of the child, and of every child at risk who is enrolled at the school or facility, a notice to the effect that, unless the requirements specified in the notice are complied with in respect of that parent's child within the period so specified, that child is to be excluded from the school or facility for the duration of the outbreak of the disease (as determined by that medical officer),
 - (b) to take such other action with respect to the child suffering from the disease and the children at risk as may be specified in the direction.
- (3) In giving a direction under subsection (2), a [medical officer of health](#) must comply with such guidelines as may be issued from time to time by the [Director-General](#).
- (4) On receiving a direction under subsection (2), the principal or director must comply with the direction.
- (5) A principal who has sent or delivered a notice referred to in subsection (2) (a) must ensure that the child to whom the notice relates is excluded from the school or child care facility concerned for the duration of the outbreak of the disease (as determined by the [medical officer of health](#) concerned), unless the requirements specified in the notice have been complied with within the period so specified.
- (6) Subsections (1) and (2) do not apply when the school or child care facility is closed for a public holiday or vacation, unless the school or facility would reopen before the end of the duration of the outbreak of the disease (as determined by the [medical officer of health](#) concerned).
- (7) A member of the staff of a school or child care facility must not, except as provided by this section, subject a child who attends or is seeking to attend the school or facility to any detriment because of the child's immunisation status.

Kingdom Culture Christian School

CERTIFICATE OF EXEMPTION POLICY: Appendix 5

Application for Exemption from School Declined

On letterhead

[date]

Dear [Parents/Guardian]

A Certificate of Exemption can no longer be granted for travel or holidays taken outside of school vacations.

Families are encouraged to travel or holiday during school vacations. If travel during school term is necessary, the following considerations apply:

- If the Principal accepts the reason for the absence, the absence will be marked as "L" (L = absence is justified).
- If the Principal does not believe the absence is in the student's best interests and does not accept the reason, the absence is unjustified and will be recorded as "A" (A = Absence not justified).

It is the Principal's discretion to accept or reject the explanation provided.

Based on the information you supplied, it will be recorded on the roll that [student's name] was absent from school because of a family holiday, and it will be marked with an "L" or "A".

You have the right to appeal this decision if you consider correct procedures have not been followed or that an unfair decision has been made.

Please make an appointment if this is the case.

Yours in Christ's service,

Helen Blanch
Principal