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**HORNSBY HEIGHTS PUBLIC SCHOOL**

**Hornsby Height Policy on Extended Leave**

**2014**

**Hornsby Height Policy on Extended Leave.**

The Principal of HHPS will use the following to guide the administration of the Extended Leave provisions of the DEC School Attendance Policy (2015).

All applications for extended leave will be via the form – Application for Extended Leave. If successful, a Certificate of Extended Leave will be issued. If unsuccessful, the applicant will be informed in writing. Applications need to be made three weeks before beginning of the leave.

The reason for the travel/absence, family holiday, family business, bereavement or other reasons, needs to be noted clearly on the application as should the benefit for the student educationally, socially or participatory.

Applications will be considered as to the best interests of the student.

Matters for consideration by the Principal:

Attendance history

Past educational progress/growth

Duration of leave

Nature of the leave

Predicted impact on student future growth

Family holidays during term time are to be discouraged and will not be approved if no other exceptional circumstances are present. (14.5)

This policy will be implemented immediately.

DEC School Attendance Policy

<https://www.det.nsw.edu.au/policies/student_admin/attendance/sch_polproc/PD20050259.shtml>

Student Attendance in Government Schools: Procedures

<https://www.det.nsw.edu.au/policies/student_admin/attendance/sch_polproc/implementation_1_PD20050259.shtml>

Exemption from School-Procedures

<https://www.det.nsw.edu.au/policies/student_admin/attendance/sch_polproc/implementation_2_PD20050259.shtml>

Dear

This letter is to inform you that I have examined your application for extended leave and according to the guidelines included in the Hornsby Heights Public School extended leave Policy and the DEC School Attendance Policy,

Please find the link below to the School Attendance Policy (2015), the Student Attendance in Government Schools Procedures (2015) and Exemption policy

DEC School Attendance Policy

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I am

able

unable

to approve this leave.

Reasons for not approving the leave are as follows:

If your application has been approved, a Certificate is contained in this envelope.

If your application has not been approved, any absence will be marked in the attendance roll as “A”, unapproved leave.

Included in this letter is the Hornsby Heights Extended Leave Policy for your convenience.

Yours sincerely,

Martin Naylor

Principal