JUNIOR SCHOOL STUDENT LEAVE POLICY

Parents of students in the Early Learning Centre and Junior School are asked to send an email to the Head of Junior School if they have advance knowledge that their son / daughter will be away from school for more than one day. This is not necessary for CGGS organised excursions, overnight trips and camps. Please read the following terms and conditions carefully before applying.

ACT EDUCATION ACT 2004

For children enrolled at a school, the ACT Education Act 2004 (the Act) stipulates under section 10A that it is the parents’ responsibility to ensure that the child:

- attends school on every day, and during the times on every day, when the school is open for attendance, and
- attends every activity of the school (including attendance at an approved educational course) that the school requires the child to attend

Applications for leave from the School for reasons other than illness and for more than one day need to be made to the Head of the Junior School as an email or letter, at least 2 weeks in advance. The School’s policy is that application for leave to go on a holiday in term time will not be approved. There are 15 weeks of scheduled school holidays and this is more than sufficient to meet the travel arrangements of families. Each day at school is valuable and adding an extra few days to the start or end of the school holidays has a significant impact for that student. Officially it is the policy of CGGS to record this time away as “unapproved leave”.

Reasonable excuses for absence may include but are not necessarily limited to:

- illness, including recovery from major illness, injury or medical condition, medical or dental treatment
- bereavement
- religious or cultural observance
- sanctioned extended absence in relation to children of travelling families
- attendance at court or other legal hearings or meetings associated with hearings
- participation in sanctioned sports, musical or theatrical productions not directly arranged by the school, or
• participation in interstate, national, or international academic or sporting events or equivalent.

For all decisions of leave, whether approved or unapproved, these are the obligations:

STUDENT OBLIGATIONS
With consideration for the age of the student, students are asked to take personal responsibility for any work they miss while they are away. Assignments are expected to be completed and submitted on or before the due date if that date is while the student is on leave.

PARENT OBLIGATIONS
Parents are asked to ensure that they liaise with their child’s class teacher before any planned absence and that they ensure their son / daughter is proactive in being up to date with all of their school commitments.

TEACHER OBLIGATIONS
Teachers are not expected to provide work for the students to complete while they are away. This places an unfair burden on them as they may have several students to manage. It is also not incumbent on teachers to provide individual tuition for students on work they have missed.