



URSULA FRAYNE CATHOLIC COLLEGE

EXTENDED STUDENT ABSENCE – APPLICATION PROCESS

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EXTENDED STUDENT ABSENCE APPLICATION PROCESS

At Frayne, we aspire that all children get the best education possible. Which is why attending school every day is so important. Learning is cumulative – if children miss a day, it is harder for them to catch up. Developing the habit of regular school attendance is vital so children do not miss out on important knowledge and skills they will need for future learning. Most families are to be commended for their positive and responsible attitude and resultant actions in relation to this matter.

The School Education Act (1999) requires compulsory school age children, as defined in the Act, to attend school, or participate in an educational program of a school, on the days on which the school is open for instruction. Under Western Australian law, unless a written arrangement, endorsed by the Principal, has been entered into for a student, parents/guardians must send their children to school unless:

- they are too unwell
- they have an infectious disease
- the Principal is provided with a genuine and acceptable reason.

It is vital that holidays are planned to occur during school holidays and not during the term. Any absence deemed to be taken at the discretion of the family (e.g., holidays) – where there is a choice in the matter – is considered a '*noted absence*'. Such leave is neither as accepted nor an endorsed absence and should therefore be avoided as a reason for absenteeism from school.

Staff cannot be expected to undertake a significant additional workload or jeopardise the integrity of their tests and assessments to meet the needs of students who are absent under these circumstances. Subsequently, there is a real possibility that a student's results will be affected.

APPLICATION PROCESS

Any student seeking an extended absence from the College requires Principal determination via the following process:

1. Parents or guardians who need to take a student out of school for an extended period of time (generally three or more days) during school term **are required to apply to the Principal** by email (admin@ufcc.wa.edu.au), or in writing, **at least four (4) weeks prior to the intended absence.**
2. Parents/guardians need to indicate the *dates, duration* and *reason for leave* and have it noted prior to the leave being taken.
3. Any family unable to fulfil these requirements will need to meet with either the Principal or the Vice Principal.

As a learning and faith sharing community, centred in Christ, we have an individual and collective responsibility for ensuring regular attendance. This will enable students to achieve quality learning outcomes as they work towards their full potential.