



BEAUMARIS PRIMARY SCHOOL

EXTENDED ABSENCE POLICY

RATIONALE:

We encourage our school community to work together to foster skills and attitudes for successful, lifelong learning. From time to time students are absent from school for various reasons. Extended absences can sometimes impact upon learning. An **extended absence** is defined by the school as being an absence that is greater than one week.

PURPOSE:

To provide guidance for teachers and parents in the management and support of students while they are absent from school.

BROAD GUIDELINES:

Extended absence due to illness – home care

- Parents contact school
- School and teacher will endeavour to support the student with appropriate levels of home study, if required (this may include provision of missed work sheets, important readings or a program of work deemed appropriate by the teacher)
- Parents keep the school informed about the student's progress and make arrangements to collect any work provided by the teacher

Extended absence due to sickness – Hospital stay required.

- Parents notify school about students required to stay in hospital for extended periods of time so contact can be facilitated with the Hospital School staff as soon as possible.

Extended absence due to a holiday – Duration less than a month.

- Parents notify teacher/s and provide details of the dates they will be absent.
- It is the responsibility of the parents to cater for student learning needs while on holidays
- However the school endorses the following activities as being beneficial to all students fortunate enough to travel to locations outside their school community:
 - Enjoy their experience with their family
 - Record their observations and memories in a daily journal
 - Track their journey on a map
 - Write postcards to class friends or the whole class
 - Exploit real-life learning opportunities to read for information and calculate distances, time and money
 - Prepare a computer based recount for sharing on their return, using photos and information from their journal

Extended absence due to a holiday – Duration greater than 1 month.

- Parents notify teacher/s and provide details of the dates they will be absent.
- The school will then facilitate contact with the School for Isolated and Distant Education (SIDE) who may be able to provide an alternative curriculum while the student is absent.

CONCLUSION:

Absences are often unavoidable, but these guidelines can help parents with their planning or concerns..