



Planned Leave Policy

Last Updated: 11/02/2025

Policy

All students who are enrolled at school, are expected to attend school for learning every day of the school year. This policy should be read in conjunction with the College's Assessment Policy and College Attendance Policy.

Rationale

Mary MacKillop College is committed to providing safe and supportive learning environments for all students which address their educational needs.

Leave taken during term can be detrimental to the student's learning progress and should only be taken under exceptional circumstances.

Consequences

It is important that families consider the following issues when requesting leave during school time:

- Students will miss out on important learning programs. This in turn will impact on the student's learning across a range of areas.
- If assessment is missed then some areas of the student's report may be incomplete.

Families are encouraged to organize leave during school holidays. If this is not possible the **Absence Notification** letter must be submitted via email to the Principal at least one month prior to the planned leave.

Upon approval the Principal will contact parents via email regarding the student's responsibilities. Contact will then be made with the Middle Leaders, student's teachers, and office staff to inform them of the leave.

It is not reasonable for the school to replace the classwork and support provided through full attendance at the college. When the leave is unavoidable the College will consider what support is possible to be offered.

In some circumstances it may be reasonable for teachers to be able to provide work for students to undertake while extended leave is taken for holiday purposes.



Mary MacKillop College - Absence Notification

Student Information

Student Name: _____

Year Level: _____ House Group: _____ House Group Teacher: _____

Date of Absence Inclusive: _____ to _____

Daughter's Teachers (please list):

Reason for Absence:

If the student's absence from school is greater than two weeks, it is a legal requirement for the College to request in writing the educational benefits your child will experience whilst away (Please state below).

Parent /Carer's Name: _____

Email: _____

Telephone No: (H) _____ (M) _____

Parent/Carer's Signature: _____ Date: _____

Office use only

Received by Student Receptionist: Yes / No (please circle)

Signature of approval: _____ Date: _____

Confirmation email sent to parent/carer: Yes / No (please circle) Date: _____

House Group and classroom teachers notified: Yes / No (please circle)

eMinerva updated: Signature: _____ Date: _____

Form needs to be emailed to Mrs Richardson - Deputy Principal richarc@mmc.qld.edu.au 3 weeks prior to departure.

