



# Student Extended Holiday Procedures

## Procedures

Determining a student has a reasonable absence from school. The family must follow the Student Extended Holiday Procedures in conjunction with the [Student Absence School Guidelines](#).

1. The Family must notify the following parties when taking an extended holiday
  - a. The Classroom Teacher/s
  - b. The Principal
  - c. The Administration Office
2. The Family must schedule a time to meet with the Principal and Classroom Teacher to discuss the student/s needs.
3. The Classroom Teacher/s must create a [Student Absence Learning Plan](#) and provide learning for the student.
4. The Family must record the absence in the relevant platform (i.e. Compass) with the support of the Administration Team.

## Policy information table

Responsible director	Principal
Policy owner	Principal
Approving Authority	Principal
Approval date	7 July 2024
Preliminary review by	4 Years
Major review by	July 2028