



Penola
CATHOLIC COLLEGE
EST. 1965

EXTENDED ABSENCES (OVERSEAS TRAVEL) POLICY AND PROCESS

Introduction

At Penola Catholic College we understand the holistic nature of education and we acknowledge the educational value inherent in overseas travel however, such travel should be restricted to school holiday periods.

Whilst many benefits do exist, we are however, conscious of the difficulties that students may experience through prolonged absences from structured learning. Teachers may not be able to provide students with work to complete during their absence. However, dependant on the nature and timing of their absence, it may not be possible for students to attain the same level of understanding as the class. As such this may have an impact on the students' academic progress for the year.

In an attempt to minimize such difficulties and assess the impact of extended absence from class, parents are asked to discuss proposed travel plans with representatives of the College prior to finalizing arrangements.

Year 7 – 10 Students

Students in Years 7 – 10 who miss work as a result of travel, would be expected to complete major assessment tasks upon their return to school if possible. Where this is deemed not to be possible, students may be exempted from completing set assessment tasks, thus being awarded an "NA" on their reports, for these tasks and will therefore result in a "lower overall" grade for the semester. In some circumstances a student may be awarded and N/R for the tasks missed at the discretion of the Year Level Coordinator.

VCE Students

Given the academic demands and regulations associated with the VCE, it is not advisable that students undertaking these studies contemplate such activities during the school year. Extended absences may lead to non-satisfactory completion of units of study.

Exams

It is not possible to reschedule examinations to accommodate family travel arrangements. For students in Years 9 – 11 this will result in a "lower overall" grade for the semester.

Exchange Programs

For students participating in Exchange Programs, where possible, credit will be given for the student's work in the host school. A written transcript of results will need to be supplied by the host school that the student has satisfactorily completed the academic requirements for the period of time the student attended the school. Where this involves a prolonged student absence, this is to be discussed with the Head of Campus.

Process

1. Inform relevant Year Level Co-ordinator and Homeroom Teacher of proposed travel. In the case of an Exchange Program, meet with the Head of Campus.
2. Once finalized, parents to inform Year Level Co-ordinator of arrangements in writing – stating period of student absence.
3. Year Level Co-ordinator will notify the Head of Campus and Campus Attendance Officer, of the student's proposed absence from school.
4. Year Level Co-ordinator will notify teaching staff of student absence. Where possible and/or applicable, school work/assessment tasks may be set for student. The onus for collection and completion of such work is upon the student.
5. Head of Campus to notify Business Manager of student absence.
6. Upon the student's return, the Homeroom Teacher will assist them to re-enter the College.

Parents are advised that under normal circumstances it is not possible for the College to alter its fee structure to accommodate extended student absences.