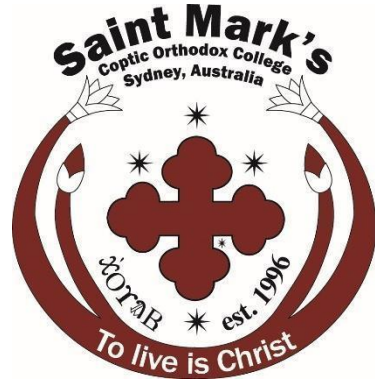




St Mark's Attendance Policy & Procedures

St Mark's Coptic Orthodox College

1 Purpose

The safety, whereabouts, and development of students are paramount. In line with the *Education Act 1990*, the College believes that regular school attendance is crucial for students to reach their full potential. Attendance at all school activities is compulsory, and students should not be absent without an acceptable reason.

Responsibility for student attendance is a shared responsibility between the College, the parents, and the students themselves.

Enrolled students must attend daily during the following times:

- **Years K–2:** 8:25 am to 3:00 pm
- **Years 3–12:** 8:25 am to 3:10 pm

Daily attendance records are maintained in St Mark's Coptic Orthodox College Attendance Management Software, and the Student Services Officer - Attendance resolves authorised absentee notifications.

2 Legislative & Regulatory Framework

This policy and its underlying procedures are governed by the following statutory requirements:

- **Education Act 1990 (NSW):** Section 22 mandates compulsory school attendance for children of compulsory school-age, and Section 24 outlines the registration and maintenance of attendance records.
- **NESA Guidelines:** Section B7 ('Enrolment and attendance') of the *NSW Registered and Accredited Individual Non-government Schools Manual* issued by the NSW Education Standards Authority (NESA).
 - **Data Retention:** In accordance with NESA mandates, all daily attendance registers, formal explanations, exemption certificates, and attendance register audit logs are archived and retained for a minimum of seven (7) years.
- **Children and Young Persons (Care and Protection) Act 1998 (NSW):** Establishes mandatory reporting requirements regarding educational neglect and Risk of Significant Harm (ROSH).

3 Responsibilities

- **Head of College (Principal):** Holds ultimate authority over the register, processes formal applications for exemption, and exercises discretion to accept or not accept any explanation provided by parents for a student's absence.
- **The College:** Maintains a register of daily attendances satisfying Section B7 'Enrolment and attendance' of the NESA *NSW Registered and Accredited Individual Non-government Schools Manual*, monitoring data daily to implement intervention strategies.
- **Families (Parents/Carers):** Are legally required to ensure their children attend school during standard hours, provide valid explanations within 7 days of any absence, and seek advance approval for extended leave or exemptions.

- **Students:** Are expected to arrive punctually, sign in correctly if late, remain on College grounds, and attend all scheduled classes and activities.
- **Wellbeing/Welfare Team:** Steps in to manage escalated cases of unexplained absences, coordinates with Year Coordinators, and reviews student safety in cases of ongoing attendance concerns.
- **Classroom Teachers:** Are required to take the roll within the first 10 minutes of each period for Years 7–12, and at 9:00 am and 12:30 pm for Years K–6.

4 Attendance Policies and Procedures - See appendix 3 for Minister Approved School Attendance Register Codes and equivalent St Mark's Coptic Orthodox College Attendance Management Software icons used to report Attendance.

Daily Lateness and Partial Attendance

Policy: Students arriving after 8:30 am are considered late, which is recorded as a partial attendance. Unexcused lateness will be penalized via demerits for secondary students. The Head of College retains full discretion over whether the explanation for lateness is accepted.

Procedure:

- **Years K–6:** Parents must physically sign their child in at the Main Reception Desk and state the reason for their late arrival.
- **Years 7–12:** Students arriving after 8:30 am must sign in "late" using the iPad in the Front Reception. All late arrivals are recorded as a demerit on St Mark's Coptic Orthodox College Attendance Management Software unless a valid reason supported by parent/guardian verification is provided.

Staff Tracking: The Student Services Officer - Attendance informs the student's Year Coordinator (YC) if a student goes straight to Period 1 without signing in late at Reception as a welfare issue. YCs monitor recurring lateness and follow up with a call to parents/guardians.

Short Term and Unexpected Absences

Policy: If a student is absent, parents/carers are required to provide an explanation within 7 days from the first day of absence. Any absence without an explanation after 7 days, or where the explanation is rejected by the Head of College, is recorded permanently as unexplained/unjustified. Explanations received after 7 days are filed but cannot alter the official register.

Procedure:

- **Notification Methods:** Parents/carers notify the College via St Mark's Coptic Orthodox College Attendance Management Software (Parent Portal), email (attendance@stmarks.nsw.edu.au), or phone (02) 9825 6768.

- **Daily SMS Alert:** Parents/carers will receive a daily SMS: *"Our records show that (student) is absent today (Date), please email attendance@stmarks.nsw.edu.au regarding the absence or call 02 9825 6768 with any concerns."*
- **Absent for 2 or more consecutive days:** If a student is absent without explanation for two or more consecutive days, the Student Services Officer - Attendance will follow up parents/carers with a phone call.
 - Absences for 2 or more consecutive days require a medical certificate.
- **Absent for 5 or more consecutive days:** The Student Services Officer - Attendance will generate an 'Absence Report' daily that will identify students who have been absent for five or more consecutive days without explanation or a medical certificate.
 - This report will be emailed to the Secondary Year Coordinators, and Primary Classroom Teachers to follow up with the students and parents / carers.
 - The Student Services Officer - Attendance will follow up with a formal email to the parent, requesting an explanation for their absences.
 - The Student Services - Attendance Officer will attach the Absentee Followup Letter (see appendix 1)
- **Return Note:** A student missing previous digital correspondence must present a parent note to the Student Services Officer at the Main Reception Desk on the day of their return.

Extended Absences

Policy: Chronic or long-term unexplained absence impacts educational outcomes and indicates a potential duty of care or child protection risk, prompting formal school interventions and potential external reporting.

Procedure:

- **At 10 Consecutive Days:** The Student Services Officer follows up with parents/carers via a formal letter (Appendix 2 - Attendance Concern Meeting Request Letter) requesting a mandatory meeting with the parent/carer, student, and YC or classroom teacher to identify support needs. The YC or teacher will implement an Attendance Improvement Plan if concerns are identified.
 - When a student under the compulsory school age (under 17 years) has been **absent for 10 or more consecutive days with zero contact**, and the school has exhausted its investigation in line with the College's Attendance Policy and Procedures, the student is legally presumed to have left the school, the student's destination becomes unknown or unconfirmed, the Administration Officer - Attendance will notify the Head of College who will notify the NSW Department of Education (via the Student Destination Unknown form - Appendix 5) in accordance with statutory obligations.
- **Years 11 and 12 Non-Response:** If a Year 11 or 12 student accumulates 10 consecutive days of unexplained absences and the family does not respond within 10 days of contact attempts, the College initiates formal procedures regarding NESA course completion requirements, which may lead to an official "N-Determination" warning or structural administrative withdrawal.

- **Absences of 15 or more consecutive days:**
 - The College may report absence patterns that suggest neglect or risk of significant harm (ROSH) to external bodies via the Child Protection Helpline
- **Frequent Absences**
 - The Student Services - Attendance Officer will generate a report at the end of each term showing students who have had 10 or more absences throughout the term, and follow up with parents / carers with a formal letter requesting explanation of their absences.
 - The Student Services - Attendance Officer will attach the Absentee Followup Letter (see appendix 1).

Truancy, School Refusal, Chronic and Critical Extended Absences (50+ days) and Destination Unknown

Policy: The College addresses truancy through a behavioral and disciplinary framework, while school refusal is treated as a health and wellbeing issue. However, persistent truancy, school refusal resulting in chronic absence (50+ days), or a student's educational destination becoming unknown are treated as urgent safeguarding matters. In these critical cases, the College mandates targeted welfare interventions and multi-agency coordination, and reserves the right to formally close the student's enrollment status if contact is lost or their destination cannot be verified.

School Refusal: Absent due to severe emotional / psychological distress.

Chronic and Critical Extended Absence: Absences exceeding 50 school days.

Destination Unknown: A status applied when contact with a chronically absent student's family is entirely lost and no forwarding educational provider is confirmed.

Procedure:

- **Truancy (Absence without parental / College permission):**
 - Once truancy is identified through daily absence procedures it will be managed in line with the College's Student Behaviour Management Policy and Discipline Procedures.
- **School Refusal (Absent due to severe emotional / psychological distress):**
 - Staff who have identified a student as having poor attendance due to severe emotional / psychological distress are to inform the Deputy Head of College and Dean of Students (Secondary) and K-6 Wellbeing Coordinator and Head of Primary (Primary) who will engage the Welfare team to support the students attendance and sense of safety whilst at school.
- **At 50+ Days:** The Welfare Team, in consultation with the Head of College, reviews the students' attendance (using the [Mandatory Reporter Guide \(MRG\)](#) assessment if needed). A formal meeting is mandated, and families must complete a *Consent for Exchange of Information Form*, permitting the College to coordinate directly with external medical, health, or psychological professionals on behalf of the family.
- **At 100+ Days / Student Destination Unknown:** If contact is entirely lost and a forwarding school is not provided, the student is classified as "Destination Unknown." The College completes the *Student Destination Unknown Form* and submits it to the

Department of Education (DOE) via the Association of Independent Schools of NSW (AISNSW) portal.

- **De-enrolment:** Following the formal DOE/AISNSW submission, the student is off-boarded using the College's internal Student *Withdrawal Form*, signed by the Head of College, to formally close the active enrolment.

Excursions, Camps and College Events

Policy: Off-campus educational activities, excursions, and camps are compulsory College events. Standard compliance and roll-marking mandates apply.

Procedure:

- **Roll Marking & Coding:** The teacher in charge must take physical attendance at the start, during, and at the conclusion of the event.
- **Non-Attendees:** Students who do not attend an excursion and remain home must provide a valid parent note or medical certificate, which is evaluated under standard short-term absence procedures.

Approved Holidays and Exemption from Attendance

Policy: In exceptional circumstances where a student is to be absent for an extended period or holiday, parents must seek formal prior approval for an exemption from the Head of College.

Procedure:

- **Advance Application:** The parent/carer must complete an [*Application for Exemption from Attendance form*](#), located on the College website, at least one week before the travel date.
- **Travel Details:** Where the reason for the Application for Exemption from Attendance at School includes long term travel arrangements of more than 3 school days, copies of travel documentation must be included in the application
- **Outcome Notification:** The Head of College processes the application in accordance with NESA guidelines and the Delegation from the Minister for Education. The Head of College may grant a Certificate of Exemption from Attendance for a period up to 100 days in a 12 month period. For exemptions exceeding 100 days, approval must be sought from the Minister. The College will formally communicate the final outcome back to the family via email with a copy of the approved application attached:

- *Dear parent/carer,*

Please find attached a copy of the approved 'Application for Exemption from Attendance at School' form for your child.

Early Leave and Partial Day Absences

Policy: Limiting distractions to the teaching and learning environment is a priority. Early leaves must be arranged in advance, and students will not be called to Reception via the P.A. system at any time.

Procedure:

- **Notice Requirement:** A note or email from the parent must be sent to attendance@stmarks.nsw.edu.au before 9am the day of altered arrangements, indicating the student's full name, class, date, departure time, and reason.
- **Student Sign Out:** Students must sign out "Leaving Early" using the Ipad located in the front reception.
- **Parent Sign Out:** Parents/carers must sign students out in the 'Early Sign Out' book, providing their name, signature, and reason for partial absence.

Senior School Variations (Y11 and Y12)

- **Year 12 Late Arrival:** Allowed to sign in late if they are not timetabled on for Period 1. They must arrive and sign in at the Front Office 10 minutes before the start of their first lesson.
- **Year 12 Early Leave:** Allowed to leave early if the student is not required to attend any periods for the remainder of the day.
 - Students must sign out "Not Required to Attend" using the iPad in the Front Office.
- **Year 11 Early Leave:** May leave at the conclusion of Period 3 on a Tuesday if they are not participating in Sport and have parental permission to do so.
- **Flexible Timetable Coding (Code F):** Recorded if a senior student is participating in an approved flexible timetable and is not present because they are not structurally required to be at school.

Illness / Misadventure (Absence day before, or day of, an assessment)

Policy: Secondary students missing assessments or preparation days due to unexpected absence must fulfill formal medical verification criteria to protect academic integrity.

Procedure: If a student is unable to attend school the day before or the day of an assessment task as a result of illness or misadventure, they must provide an *Independent Evidence of Illness/Misadventure* form completed by a doctor and attach a medical certificate that covers the date of the task (See appendix 4). These forms must be emailed to the relevant Head of Faculty as soon as possible. (Refer to the *College Assessment Handbook*).

Suspension, Withdrawal

Policy: Students absent due to disciplinary actions or formal withdrawal must be explicitly tracked using specific Minister codes to distinguish their separation from standard absences.

Procedure:

- **External Suspension:** If a student is externally suspended, the Year Coordinator advises the Attendance team of the student's name and the exact dates and times of the suspension. The Attendance team then records the suspension in St Mark's Coptic Orthodox College Attendance Management Software using the attendance code '**Suspension External**'.
- **Internal Suspension:** If a student is internally suspended, the Year Coordinator advises the Attendance team of the student's name and the exact dates and times of the suspension. The Attendance team then records the suspension in St Mark's Coptic Orthodox College Attendance Management Software using the attendance code '**Suspension Internal**'.
- **Withdrawn from class:** If a student is withdrawn from class, the Year Coordinator or teacher advises the Attendance team of the student's name, who the student is with, and the exact dates and times of the withdrawal. The Attendance team then records the student as '**Withdrawn**' in St Mark's Coptic Orthodox College Attendance Management Software for the specified period.

If a student attends an appointment with the School Counsellor, the Counsellor advises the Attendance team of the student's name and the exact times of the appointment. The Attendance team records the student as '**Withdrawn**' in St Mark's Coptic Orthodox College Attendance Management Software for the duration of the appointment.

5 Child Protection Escalation and External Agency Reporting

5.1 Mandatory Reporter Guide (MRG) & Escalation Thresholds

Policy: School staff function as mandatory reporters under NSW law. When chronic unexplained absences indicate potential educational neglect, staff must utilize the online [Mandatory Reporter Guide \(MRG\)](#) to determine the response threshold.

Procedure:

- Before escalating any attendance matter to the police, DCJ, or external welfare bodies, the College must review the intervention history.
- If the MRG indicates a Risk of Significant Harm (ROSH) or if family contact attempts fail entirely, a report is filed with the Child Protection Helpline.

5.2 Reporting Contact from DCJ or NSW Police

Policy: Official interactions or information requests regarding student attendance from the Department of Communities and Justice (DCJ) or the NSW Police Force must be handled immediately, securely, and confidentially.

Procedure:

- Any staff member contacted by DCJ or the Police regarding a student's non-attendance or location must immediately direct the notice to the Head of College, and the College will notify appropriate authorities in keeping with their mandatory reporting obligations..
- All communications, data releases, or site visits are documented and filed securely.
 - Only appropriate members of staff have access to files pertaining to Child Protection matters.

5.3 Internal Tracking and Systems

5.3.1 Classroom Roll Marking & Missing Students

- **Schedules:** Classroom Teachers are required to take the roll within the first 10 minutes of each period for Years 7-12 and at 9:00 am and 12:30 pm for Years K-6.
- **Discrepancies:** The Student Services Officer - Attendance runs a Discrepancy Report 20 minutes into each period to follow up any discrepancies or rolls that have not been marked, and will follow up with teachers via email to remind them to complete their roll.
- **Escalation Pathway:** The Attendance Officer follows up immediately with the classroom teacher as a duty of care issue. If the student is not located in the classroom, the issue is brought to the attention of the welfare team straight away in the following order:

Primary	Secondary
Stage Leader	Year Coordinator
K-6 Wellbeing Coordinator	Dean of Students
Head of Primary	Deputy Head of College
Head of College	Head of College

Policy Review

This plan will be reviewed annually or upon changes to legislation, best practice guidelines, or significant school structural changes.

Authorised By	
Head of College: Anthony Deans	Date: 03/08/2026
Next Review Date:	Date: August 2027
Last Update: 24 February 2025	By Whom: Deborah Grohala
Date of Origin: 2018	By Whom: Remon Metira
Version Control:	Number: v3_
Location:	Policies and Procedures Drive -> Policies -> 01 Child Protection and Student Welfare

Appendix 1 - Absentee Followup Letter



Saint Mark's Coptic Orthodox College

Absence Follow up

Dear _____,

Please note that your child, _____ was either absent or late on the dates indicated below. Please write the reason(s) in the spaces provided and return this note to the front office to be processed. Thank you.

Date	Reason <i>Please write the reason in the spaces provided.</i>
09/06/26	_____
10/06/26	_____

Parent name: _____

Parent signature: _____

Date: _____

Absence Follow up
Printed June 10, 2026

Appendix 2 - Attendance Concern Meeting Request Letter

SAINT MARK'S COPTIC ORTHODOX COLLEGE



Attendance Concern Meeting Request

Dear [Parent/Carer Name],

Re: Attendance Concern – [Student Name]

I am writing to request a meeting with you regarding concerns relating to [Student Name]'s attendance at St Mark's Coptic Orthodox College.

Our records indicate that [Student Name] has been absent from school for **10 or more consecutive days** without an explanation being provided.

Regular attendance at school is essential to ensuring students are able to fully participate in their education, engage with their learning, maintain positive relationships with peers and staff, and access the support and opportunities available to them. Attendance is also a requirement of enrolment at St Mark's Coptic Orthodox College, and families are expected to support their child's regular and ongoing attendance in accordance with College expectations and requirements.

We understand that there may be a range of circumstances that can impact a student's ability to attend, and we would appreciate the opportunity to meet with you to discuss any factors that may be contributing to [Student Name]'s absences. The purpose of this meeting is to work collaboratively with you to better understand the circumstances, discuss the importance of regular attendance, and identify any appropriate supports or strategies to assist [Student Name] in re-engaging with their learning.

We kindly request that you attend a meeting with [Staff Member Name/Role] at a mutually suitable time. Please contact [contact details] to arrange a meeting, or advise of your availability.

We appreciate your support and partnership in ensuring [Student Name] is able to maintain regular attendance and continue to benefit from the educational opportunities provided by St Mark's College.

Should you have any questions prior to the meeting, please do not hesitate to contact us.

Kind regards,

[Name]

[Position]

St Mark's Coptic Orthodox College

Appendix 3 - Minister Registered Attendance Codes and St Mark's Coptic Orthodox College Attendance Management Software software equivalent

St Mark's Coptic Orthodox College Attendance Management Software Symbol	School Attendance Register Minister Approved Code	Description
	A	The student's absence is unexplained or unjustified. This symbol must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the Head of College. It is at the Head of College's discretion to accept or not accept the explanation provided.
	S	The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases: - a medical certificate is provided or - the absence was due to sickness and the Head of College accepts this explanation. The Head of College may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.
	L	An explanation of the absence is provided which has been accepted by the Head of College. This may be due to: - misadventure or unforeseen event - participation in special events not related to the school - domestic necessity such as serious illness of an immediate family member - attendance at funerals - travel in Australia and overseas - recognised religious festivals or ceremonial occasions.
	E	The student was externally suspended from school.
	E	The student was internally suspended from school.
	M	The student was exempted from attending school and a Certificate of Exemption has been approved by the school principle.
	F	The student is participating in a flexible timetable and not present because they are not required to be at school.
	B	The student is absent from the school on official school business. This symbol is recorded where the Head of College approves the student leaving the school site to undertake, for example: - work experience - school sport (regional and state carnivals) - school excursions - student exchange

Appendix 4 - Consent for Exchange of Information Form

SAINT MARK'S COPTIC ORTHODOX COLLEGE



Consent for Exchange of Information Form

Dear [Parent]

Privacy Notice

St Mark's Coptic Orthodox College is committed to protecting the privacy of your personal information and health information in accordance with the *Privacy and Personal Information Protection Act 1998* (NSW) (PPIP Act) and *Health Records and Information Privacy Act 2002* (NSW) (HRIP Act).

This Privacy Notice explains how St Mark's Coptic Orthodox College will collect and share your child's personal and health information to deliver Services to your child at St Mark's Coptic Orthodox College. Such information may include:

- Name, age, gender;
- Whether your child has any health issues, medical issues or disability;
- Other related information received in the course of providing the Services; and

We will only share information necessary to support your child at School, or as required by law. We will not disclose your child's personal and health information to third parties unless authorised by law or by consent. The below is a consent form to allow relevant information related to the Service delivered to your child at St Mark's Coptic Orthodox College to be shared with the NSW Department of Education.

Consent Form

Consent to the Disclosure of Personal and Health Information

This form seeks your consent to have your child's personal and health information disclosed by the St Mark's Coptic Orthodox College to external professionals to:

- help support your child effectively; and
- assist with arranging appropriate supports for your child whilst at School or engaged in school-related activities.

The information that may be shared include the following:

- observations of your child (including strengths, improvements or challenges)
- supports your child may require
- updates on progress

Your consent is voluntary.

By providing consent, you understand that:

- St Mark's Coptic Orthodox College may collect the information described above, which includes information about the nature and implications of your child's medical condition;
- the information collected may be disclosed to the School;
- the purpose of the information being disclosed is to help the School consider and arrange supports that are relevant for your child during school hours and school-related activities;
- the information collected may be discussed with the Principal of the School or other members of the Department with relevant expertise, as is necessary, enabling to care for your child;
- you may contact the St Mark's Coptic Orthodox College to seek the information provided to the external professional;
- the information will be held by the St Mark's Coptic Orthodox College in accordance with their respective legal obligations for the holding of information;
- you may withdraw or update your consent at any time, by contacting St Mark's Coptic Orthodox College in writing. Withdrawing your consent will not affect any information already shared with the College prior to your withdrawal. Withdrawing your consent may however, affect how the service is delivered by the external professional to your child at the College, or result in the Provider being unable to continue delivering the Service to your child at the College, if certain information is necessary for the delivery of the Service by the Provider.

Student's name: _____

Parent/Carer's name: _____

Parent/Carer's signature: _____

Date _____

This form contains confidential and sensitive information. A copy of this form must be kept on the student's individual file by the School, and stored securely in line with the applicable privacy legislation and confidentiality obligations.

Appendix 5 - Student Destination Unknown Form

SAINT MARK'S COPTIC ORTHODOX COLLEGE



Student Enrolment Destination Unknown Notification

This form has been prepared to provide a Department of Education Home School Liaison Officer (HSLO) with details where the enrolment destination of a student of compulsory school age is unknown.

Name of School:

Location of School:

School contact details:

Student Details

Student Name:

Date of Birth:

Last known address:

Last day attended:

Has the student enrolment been withdrawn and parent notified (date):

Parent Details

Parent Name(s):

Contact details:

Further information

Possible destination:

Other relevant information:

Any risks associated with contacting the student or parent?

Outline what efforts the school has taken to locate the child/children

Principal Name:

Principal Signature:

Date

Return to: NSW Department of Education attendance@det.nsw.edu.au

Appendix 6 - Student Withdrawal Form



Students wishing to withdraw their enrolment from Saint Mark's Coptic Orthodox College are required to complete all sections of this form and submit it to enrolments@stmarks.nsw.edu.au.

Student Details	
Today's Date	/ /20
Surname	
Name(s)	
Email	
Date of Birth	/ /20
Academic Year	K 1 2 3 4 5 6 7 8 9 10 11 12

Withdrawal Details	
Date of Withdrawal	/ /20
Reason for Withdrawal	

Please note the compulsory school attendance legislation in NSW.

"Education is mandatory in NSW for children between the age of 6 and the minimum school leaving age. The minimum school leaving age is the age at which the child completes Year 10 of secondary education, or the age of 17 years, whichever first occurs."

Student Movements	
What school will the student be attending	
Attach confirmation of destination	• New School • Apprenticeship / Full time work

Student and Parent Declaration	
Student Name:	
Student Signature:	
Date:	/ /20
Parent 1 Name:	
Parent 1 Signature:	
Date:	/ /20
Parent 2 Name:	
Parent 2 Signature:	
Date:	/ /20



Notification of Withdrawal

Once this form has been processed, a "Notification of Withdrawal" will be emailed to the parent of the student. This email will include the effective date of the withdrawal from the College.

Notification of Outstanding Fees

A notice period of one (1) full term is required for students withdrawing their enrolment from the College. If this notice period is not provided, the family will be liable for the full-term fees and the Family Bond.

Upon submission of the Student Withdrawal Form, all outstanding fees must be paid by the student's final day of enrolment. Fees will be calculated on a pro-rata basis for the year.

Please note that fees are non-refundable unless a written request is submitted to the Head of College, with at least one (1) full term's notice of withdrawal.

School Declaration – OFFICE USE ONLY

Attention: Saint Mark's Coptic Orthodox College

The above Student is seeking to withdraw their enrolment with Saint Mark's Coptic Orthodox College.

By signing this Student Withdrawal Form, you acknowledge and support the student's request to withdraw from the College.

Finance Name: Lauren Thomson	
Date:	/ /20
Year Coordinator Name:	
Year Coordinator Signature:	
Date:	/ /20

Junior School Only

Head of Primary Name: Silvia Nada	
Head of Primary Signature:	
Date:	/ /20

DHoC Name: Deb Grohala	
DHoC Signature:	
Date:	/ /20

HoC Name: Anthony Deans	
HoC Signature:	
Date:	/ /20

Appendix 7 - Independent Evidence of Illness / Misadventure



Independent Evidence of Illness/Misadventure

For appeals based on illness, this section will normally be completed by a doctor or other health professional. In the case of misadventure, it may be completed by another person, e.g. a police officer, counsellor. This person should not be related to the student.

Evidence such as a Medical Certificate may be attached (stapled) to this page.

Attention: Health Professionals, Counsellors, etc.

For the circumstances of the student's absence to be accurately assessed, the following information is required:

In case of illness:

- The date of the onset of the illness, plus any additional dates of consultation
- A description of the student's symptoms
- An indication of the duration of the condition
- The likely impact of the condition on the student's test performance

In the case of misadventure:

- The date and time of the occurrence, and subsequent events
- A description of the occurrence

Independent Evidence of Illness or Misadventure

(Please ensure you have read the instructions above. If this space is insufficient, please attach a separate sheet)

Student Name: _____

Please complete this section carefully. You may be contacted if additional information is required.

Name: _____ Profession: _____

Address: _____

Telephone: _____ Signed: _____ Date: _____