

Australian Islamic College of Sydney

Student Leave Policy



Australian Islamic College of Sydney policies have a commitment to Australian Islamic ethos and values, and should be read in conjunction with other policies and procedures and with relevant legislation.

POLICY REVIEW

The policy will be reviewed not less frequently than once every two years.

POLICY DATES

Implemented	February 2022	Reviewed	13/03/2023 December 2025
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Next Review Due	January 2027
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POLICY OWNER

Mohammed Riaaz Ali
PRINCIPAL

POLICY APPROVER

AICS Board

Rationale

As a registered and accredited School, the AICS is bound by NSW legislative requirements around Attendance and Exemptions from Attendance. This policy provides details of types of leave entitlement for students and processes that need to be followed when requesting for these leaves.

Section 22 of the *Education Act* (1990) states that Children of compulsory school-age are required to be enrolled in, and attend, the school regularly. From 2015, under changes to the legislation, any family holiday taken during term time **is not permitted** unless there are exceptional and unavoidable circumstances. **Exceptional and unavoidable Circumstances** are defined by the criteria below:

- misadventure or unforeseen event
- domestic necessity such as serious illness of an immediate family member
- attendance at funerals of immediate family members.

The College has the delegated ministerial authority under section 25 of the Act **not to permit leave to students without unexpected and unavoidable circumstances** as outlined above.

However, the College also recognises that there are circumstances where it may be necessary for parents to request time away from school (leave) for their children. Outlined below are the procedures that need to be followed when applying for leave:

Types of Leave and Procedures

- Early Departure
- Short Term Leave (one or two days)
- Longer Periods of leave

Early Departure

AICS **does not** encourage early departure of students on their own because of safety and educational reasons. If parents and/or caregivers, have a very important reason to pick up their child/ren during the day, they can only pick them up **after 2:30pm**, provided they have applied for permission earlier in the day, or unless the child is seriously ill or there is an emergency. The siblings of the sick children will not be given leave to go home early.

To request for an early pick up of children the parents and/or caregivers must write an email to attendance@aics.nsw.edu.au or SMS on 0419 727 814 providing the following information:

- Full Name of the Parent(s) and/or caregiver(s),
- Child/Children's name(s) and class/classes
- Reason for early pickup

- Time of pickup
- The evidence of doctor's appointment, etc. (if applicable).

The application for the child to leave early must be sent to the school preferably **a day in advance or at least two hours before the child is expected to be picked up.** ***Early leave cannot be organised during recess, lunch or prayer time.*

Short Term Leave (one or two days)

At times there may be special circumstances where your child may need to be absent from school. Justified reasons for such absences include:

- being sick, or having an infectious disease
- having an unavoidable medical appointment during school hours

For short term leave **Parent(s)/caregiver(s)** and the **College staff** are required to follow the following procedures:

1. **On the day of the absence:** Parents **MUST** inform the College prior to 8:30am, via email or SMS message, of their child's absence and the **reason(s) for absence.**
2. Between 9.00am and 10.00am an **SMS** message will be sent to the parents/caregivers whose child(ren) is/are absent **without** prior information.
3. On receipt of this message, Parents/Caregivers must **confirm the child's absence and provide** an explanation to the school of the child's absence by replying to the SMS sent by the College.

*If an acceptable explanation is provided, no further action is required from the parent(s).

1. Parents/Caregivers, who do not respond to the absence SMS, will receive an email containing an **Absent / Late Follow Up Letter** (Annexure 3). Parents/caregivers and carers **must** reply to that email with reason(s) for each Absence /Late Arrival along with their name.
2. Failure to respond to this letter will result in your child being temporarily removed from class. **Your child will not be permitted to return to their class until you have provided the school with an explanation.** This may be done via SMS or email.

Longer Periods of Leave

Requests for leave greater than **two** days should be directed to Head of Secondary/ Primary School, in writing on the "Application for Leave from School" form (Attached).

Exceptional/Unavoidable Circumstances:

Parents may request leave for their children at AICS of up to a maximum **SEVEN consecutive** school days for travel in the case of exceptional and unavoidable circumstance (as outlined on pg.2).

Approved leave for **greater than seven days** will only be granted in the **rarest** of circumstances for travel for **exceptional and unavoidable circumstance with family significance.**

Where requests for leave for these periods are made to travel for exceptional and unavoidable **with family significance**, families should demonstrate the **family significance** with documentary evidence (e.g. illness of family member).

All long periods of leave will be processed on Wednesdays. In the case of an emergency, urgent leaves will be reviewed and processed within 72 hours of application.

All absences from the College for travel, **if granted**, will be marked on attendance registers with Code 'L' and will be counted in attendance statistics.

Responsibilities of Parent(s)/Caregiver(s)

1. Requests for leave for travel with **family significance**, should in normal circumstances, be made at least two weeks in advance of planned travel (except in the case of emergency).
2. Parents should not ordinarily request for leave for their child/**children where it conflicts with major College events such as an examination, sports carnival or other significant events**. Parents are encouraged to consult the College Calendar or seek advice from their child's Head of School prior to making travel arrangements.

Consequences for Non-Compliance

Parents:

Parents who do not work with the College according to the details contained in this policy and take unapproved leave are likely to face one or all of the following consequences:

- **Application to the Children's Court for Compulsory Schooling Order**
The school may apply to the Children's Court for a Compulsory Schooling Order.
- **Prosecution in the Local Court**
This may result in a court action and the imposition of a community service order or a fine.

Students:

- **Zero Mark for Assessment Task**
If leave has not been granted, and a student misses an **Assessment Task**, a mark of **zero** will be recorded.
- **Cancellation of enrolment**
Prolonged unauthorised and unexplained absence may also result in **cancellation of enrolment** at the College.

Responsibilities of School Executive Staff

When processing the application for a leave request, the following will be taken into consideration:

- the student's overall attendance rate
- previous periods of leave
- potential impact on learning and assessments

- behaviour record
- co-curricular involvement
- the family's financial status at the College

The **Heads of School** will liaise with key members of staff prior to finalising the application.

The College reserves the right to decline Applications for Leave.

The **Principal**, when necessary, will make direct decisions in relation to student leave or exemptions and has **the final decision in relation** to all student leave or exemption from attendance matters.

If leave is approved a **Certificate of Extended Leave** will be issued and emailed to parents. Parents will also be notified by letter if leave is not approved.

A copy of all Leave documents will be kept in the student's file. A copy of the Certificate of Extended Leave will be kept by parents in case it is requested by border control or other authorities.

Appendices

Annexure 1: Application for Extended Leave –Travel (Example Letter)



Australian Islamic College of Sydney

33 Headcorn Street, MT DRUITT, NSW 2770 A.B.N: 60 085 245 245

TEL: (02) 9933 6900

Email: info@aics.nsw.edu.au Website: www.aics.nsw.edu.au

Application for Extended Leave

NOTE: PARTS A, B and C are to be completed by the student's parent and/or guardian and emailed to attendance@aics.nsw.edu.au

PART A: STUDENT DETAILS

Please complete table below with details of all students at this school associated with the period of travel. Separate applications are required for each school if siblings do not attend the same school.

FAMILY NAME	GIVEN NAME	DOB	GRADE

Student address: _____ Postcode: _____

Dates of extended leave applied for: From: ____ / ____ / ____ to ____ / ____ / ____

Number of school days: _____

Reason for travel (including why this travel is occurring in school time):

PART B: PREVIOUS EXEMPTIONS/EXTENDED LEAVE - TRAVEL:

Date of prior exemption/extended leave: From: ____ / ____ / ____ to ____ / ____ / ____

Number of school days: _____

Certificate of prior Exemption/Extended Leave -Travel attached (Please tick): Yes ☐ No ☐

PART C: PARENT AND/OR CAREGIVER DETAILS

Family name: _____ Given Name: _____

Address: _____ Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent and applicant, I hereby apply for a *Certificate of Extended Leave* and understand my child will be granted a period of extended leave upon acceptance by the Principal of the reason provided.

I understand that if the application is accepted:

- I am responsible for his / her supervision during the period of extended leave.
- The provided period of extended leave is limited to the period indicated.
- The provided period of extended leave is subject to the conditions listed on the *Certificate of Extended Leave*.
- The period of extended leave will count towards my child's absences from school.

I declare the information provided in this application is to the best of my knowledge and belief, accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the Application for Extended Leave, may result in the provided period of extended leave being cancelled.

Parent and/or caregiver signature: _____ Date: ____ / ____ / ____

PART D: TO BE COMPLETED BY HEAD OF SCHOOL - OFFICE USE ONLY

Student's overall attendance rate prior to date of requested leave (%)	
Behaviour	
School Tuition Fees – Up to date	Yes ☐ No ☐

PART E: TO BE COMPLETED BY THE PRINCIPAL/ DELEGATE

I accept this *Application for Extended Leave*

Yes ☐ No ☐

Please provide more detail here (if required):

Principal/ Delegate Name: _____ Principal/ Delegate Signature: _____
Date: ____ / ____ / ____

Annexure 2: Certificate of Extended Leave – Travel (Example Letter)



Certificate of Extended Leave

The student/s whose details appear below has/have been provided a period of extended leave from school for the purpose of absence. Please complete table below with details of all students associated with the period of absence. *Note: Where an application is made by a parent with more than one child a separate copy of this Certificate should be placed in each student's file.*

STUDENT DETAILS			
FAMILY NAME	GIVEN NAME	DOB	GRADE

Dates of extended leave: From: ___/___/___ to ___/___/___ Number of school days: _____

Reason for providing the period of extended leave:

Conditions applicable to providing the period of extended leave:

It has been explained to the parent of the above mentioned student/s that they are responsible for his/ her supervision during the period of extended leave. It has been explained to the parent that the period of extended leave is limited to the period indicated and the parent has acknowledged that the provided period of extended leave is subject to the conditions listed.

Principal's name: _____ Principal's signature: _____ Date: ___/___/___

This certificate has been issued without alteration and must be produced when requested by police or other authorised attendance officers.

Annexure 3: Absent/ Late Follow Up Letter (Example Letter)



A message from Australian Islamic College of Sydney

Dear {salutation}

Please note that your child, {first name} {surname} ({roll group}), was either absent or late on the dates indicated below **[date only indicates Full Day Absence, and Date with (L) indicates Late Arrival on that date]**. Please provide reason(s) of absence or late arrival, as soon as possible, by replying to this email. Please type in a short reason in the box provided against each date.

{block_dates_1}

Date	
09/Mar/2023	

Please print your name here:

Kind regards
AICS Attendance

Annexure 4: Declining an Application of Extended Leave – Travel (Example Letter)



Dear parent,

We have received your application for extended leave, requesting permission for your children **(names and grades)** to be absent from school from **date to date**. **According to Education Act 1990:**

- (a) every child has the right to receive an education,
- (b) the education of a child is primarily the responsibility of the child's parents.

The Australian Islamic College of Sydney reserves the right to take further action where children of compulsory school age have **recurring number of unexplained or unjustified absences from school**. From 2015, under changes to the government legislation, any family holiday/ leave taken during term time **is not permitted** unless there are exceptional and unavoidable circumstances as defined by the criteria below:

- misadventure or unforeseen event
- domestic necessity such as serious illness of an immediate family member
- attendance at funerals of immediate family members.

Students may only be granted leave for exceptional and unavoidable circumstances mentioned. The AICS board actively supports this process, and therefore students are only given approval for **seven consecutive school days** of leave in a year for exceptional circumstances as mentioned above or similar.

I have considered your application very carefully. Although I understand the reason for your request, I am unable to approve leave of absence on this occasion, because the reason provided does not fall in the above-mentioned category and the length of leave requested.

If your children are absent from **date to date (total number of school days absent)**, it will be recorded as **unauthorised absence**. Moreover, the **school may take one or more of the following actions:**

- Ask you to attend a compulsory schooling conference.
- Apply to the Children's Court for a Compulsory Schooling Order.
- In circumstances where a breach of compulsory schooling orders occur, further action may be taken against a parent in the Local Court.
- Cancellation of your children's enrolment.

Based on the number of days absent per calendar year, your children may be at risk of not meeting the course outcome requirements and not being promoted to the next grade.

Regards,
School Principal