



**Parents considering withdrawing their children during term time should consider the following points:**

1. The Queensland Government's education policy states that "parents of children of compulsory school age have a legal obligation to ensure that their children are enrolled in school and attend for every day of the educational program in which they are enrolled. Parents of students in the post compulsory phase have a legal obligation to ensure that these students participate full-time in an eligible option" (<http://education.qld.gov.au>).
2. Extended absence is considered detrimental to a student's academic progress. Students miss valuable learning experiences including preparation for assessment and examinations.
3. The College actively discourages families from withdrawing students for the purpose of a family holiday. It is expected that parents make vacation arrangements during the sixteen weeks scheduled for school holidays.
4. Teachers are not required to provide work for students who are absent due to a family holiday. It is the responsibility of the student to catch up on work missed, and a parent to monitor their progress when they return. Online course materials via OneNote may be available for students to work on independently.
5. If the period of absence coincides with examinations, parents should be aware that the College's Assessment Policy clearly states that the College is under no obligation to provide alternative arrangements for students who miss an examination for any purpose other than illness. Prior notice of examination dates and times are provided in the College calendar and examination timetable. This may mean the student receives no credit for the missed examination. In Years 11 and 12 this may result in the student failing to complete mandatory course requirements.
6. For absences of one full school term or greater, a separate discussion will be required with a member of the Iona Leadership Team.
7. Before making the decision to take a family holiday during term time, parents are asked to read the attached Iona College "Student Attendance Policy" carefully.
8. Parents who still wish to withdraw students for three or more days are required to complete the attached form. The form needs to be submitted to either the Dean of Students, the Dean of Learning and Teaching or the Dean of Primary at least one month prior to the intended absence.



Name of Student(s):

1. .... Year: ..... Class / Homeroom: .....

2. .... Year: ..... Class / Homeroom: .....

3. .... Year: ..... Class / Homeroom: .....

4. .... Year: ..... Class / Homeroom: .....

Reason for Absence:

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Dates student(s) will not be attending school: .....

I have read and I am aware of the content of the College "Student Attendance Policy".

I am aware teachers will not be required to provide work for students who are absent for family holidays.

Signed: ..... (Parent/Guardian) Date: .....

**Submission of form:**

Assessment will be affected by the absence – submit to the Dean of Learning and Teaching

Absence will not affect assessment – submit to the Dean of Students

Absence of Year 5 or 6 student – submit to the Dean of Primary



**IONA COLLEGE USE ONLY**

**Processed by:**

Dean of Students

Dean of Learning and Teaching

Dean of Primary

Comments/ actions required:

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**Tick once notified:**

- Dean of Learning and Teaching / Dean of Students / Dean of Primary
- Head of House / Year Level Coordinator / Homeroom Mentor
- Classroom Teacher(s)
- Student Receptionist / Primary Receptionist (for recording in the system)

Signed: ..... Date: .....