ILLNESS/MISADVENTURE **YEARS 10-12**

what you MUST do if you are ABSENT due to illness or misadventure

ON THE DAY OF THE **TASK**

IN THE 5 DAYS LEADING **UP TO THE TASK**

GO TO STEP 2



EMAIL

bonnyrigg-h.school@det.nsw.edu.au to explain your absence Follow the proforma



Your Name:

Classroom Teacher:

Head Teacher:

Subject & Assessment Task:

To:bonnyrigg-h.school@det.nsw.edu.au

Subject: Illness/Misadventure - Your name

Reason for absence:



GATHER EVIDENCE

Doctor's Medical Certificate Other certificates justifying the reason for absence



COLLECT OR DOWNLOAD & PRINT

BHS's Illness/Misadventure Form

from the school website, the DP offices or student collaboration drive Complete the Illness/Misadventure form ensuring that all relevant sections of the application are completed



ATTACH

all relevant documentation

You must attach evidence that covers the day of the assessment task and all other absences prior to the task being submitted



SUBMIT

documentation to Faculty Head Teachers

You must attend school on the first day back not covered by the independent evidence and present the completed Illness/Misadventure form and supporting evidence to the Faculty Head Teacher by 9:00am

(e.g. influenza, asthma attack, surgery)

UNACCEPTABLE GROUNDS FOR APPEAL:

BEHIND THE SCENES PROCESS

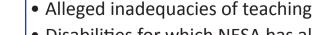
Faculty Head Teacher makes recommendation



Student notified of action taken



approves or reviews



GROUNDS FOR APPEAL:

Disabilities for which NESA has already granted disability provisions

• Long term illnesses, unless the student suffers a 'flare-up'

• Illness or physical injury suffered directly by the student

• Misadventure, which is any event beyond the student's control

(e.g. death of a friend or family member, involvement in a traffic accident)

Attendance at a non-school sporting or cultural event or family holiday

Matters avoidable by the student

(e.g. misreading of timetable, misinterpretation of examination paper)

created: 4th April 2020

ILLNESS/MISADVENTURE **YEARS 7-9**

what you MUST do if you are ABSENT due to illness or misadventure

ON THE DAY OF THE **TASK**

EMAIL

bonnyrigg-h.school@det.nsw.edu.au to explain your absence Follow the proforma



Your Name:

Classroom Teacher:

Head Teacher:

Subject & Assessment Task:

To:bonnyrigg-h.school@det.nsw.edu.au

Reason for absence:

COLLECT OR DOWNLOAD & PRINT

BHS's Illness/Misadventure Form from the school website, the DP offices or student collaboration drive Complete the Illness/Misadventure form ensuring that all relevant sections of the application are completed



ATTACH

all relevant documentation, such as a medical certificate or letter from home You must attach evidence that covers the day of the assessment task and all other absences until the task is submitted



SUBMIT

documentation to Faculty Head Teachers

You must attend school on the frst day back not covered by the independent evidence and present the completed Illness/Misadventure form and supporting evidence to the Faculty Head Teacher by 9:00am

GROUNDS FOR APPEAL:

- Illness or physical injury suffered directly by the student (e.g. influenza, asthma attack, a cut on a hand)
- Misadventure, which is any event beyond the student's control (e.g. death of a friend or family member, involvement in a traffic accident)

UNACCEPTABLE GROUNDS FOR APPEAL:

- Attendance at a non-school sporting or cultural event or family holiday
- Alleged inadequacies of teaching
- Disabilities for which NESA has already granted disability provisions
- Long term illnesses, unless the student suffers a 'flare-up'
- Matters avoidable by the student

(e.g. misreading of timetable, misinterpretation of examination paper)