

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

1

EMAIL

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

To: *bonnyrigg-h.school@det.nsw.edu.au*
Subject: Illness/Misadventure - Your name

Your Name:
Classroom Teacher:
Head Teacher:
Subject & Assessment Task:
Reason for absence:

2

GATHER EVIDENCE

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

3

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

4

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

5

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**

BEHIND THE SCENES PROCESS

Faculty Head Teacher makes
recommendation

Deputy Principal either
approves or **reviews**

Student notified of action taken

Documents uploaded to Sentral

GROUNDS FOR APPEAL:

- **Illness or physical injury** suffered directly by the student
(e.g. influenza, asthma attack, surgery)
- **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 NESAs 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)

ILLNESS/MISADVENTURE YEARS 7-9

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

ON THE DAY OF THE
TASK

1

EMAIL

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to explain your absence
Follow the proforma

To: *bonnyrigg-h.school@det.nsw.edu.au*
Subject: Illness/Misadventure - Your name

Your Name:
Classroom Teacher:
Head Teacher:
Subject & Assessment Task:
Reason for absence:

2

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

3

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

4

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**

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)