



Mansfield State High School

Notification of extended absence from school

(Greater than 10 days – return this form to the Year Level Deputy Principal)

Mansfield State High School recognises that parents/carers make decisions to withdraw students from school for family or personal reasons. The school recommends that this not occur during the school term. Parents/carers must consider the Mansfield SHS Assessment Policy prior to making this decision. If students are in the senior phase of learning, parents/carers must refer to QCAA – QCE and QCIA policy and procedures handbook V4.0 for additional information. **Students who are in the senior phase of learning** may put their QCE or ATAR at risk due to non-completion of assessment. Students should also refer to the [Access arrangements and reasonable adjustments \(AARA\) policy](#) if absence is due to illness or misadventure.

Student name in full		Roll class	
Date of birth		Year level	
Parent/carer name			
Phone number			
Parent email address			
Number of days student will be absent		Start date	End date (Last date before expected return.)
Reason why your student will be absent from school.			
Signature of parent/carer		Date	
Signature of student		Date	

If parents/carers choose to withdraw students from school during the course of the school year for family holidays or for events of their own making the following points must to be considered:

- Absence from school will affect your student’s attendance record at school unless an **Exemptions from compulsory schooling and compulsory participation** request has been granted.
- If students are absent during the term, the school is not responsible for providing additional curriculum materials other than those that are found on eLearn platforms like QLearn, OneNote or SharePoint.
- Assessment must be submitted on or before the due date per the Assessment policy in the Student Handbook. Submissions of assessment may need to be via a non-EQ email as your student’s EQ email account may not be accessible in all countries.
- Students **will not be able to complete exams prior to the exam** day and may not be eligible to complete a comparable exam on their return.
- Any **assessment that is not completed** may result in a student receiving a ‘Not-Rated’ (NR) rating on interim or end of semester reporting.
- It is the student’s responsibility to **inform their class teachers and Heads of Department** of their intended absence prior to departure.
- **Students who are in the senior phase of learning** should refer to the [Access Arrangements and Reasonable Adjustments \(AARA\) policy](#) if absence is due to illness or misadventure.

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