

Illness /Misadventure Application

If you are in Year 10, 11 or Year 12 and are absent due to illness or misadventure on the day an assessment task is scheduled or due, follow and complete this process within 5 school days of the due date of the assessment task, or by the first day of return to school. Whichever occurs earlier applies. This process is mandatory for Year 10, 11 and Year 12 students.

1

Phone call: You or your parents/carers must notify the Head Teacher of the relevant subject on the day of the missed assessment task by making a phone call to the school on (02) 9816 4264. You can also leave a detailed voicemail message and/or send an email explaining your absence.

2

Download, print and complete the Illness/Misadventure Application on the same day as the missed task: Print the Illness/Misadventure Application on Sentral by logging into your student portal. The **Illness/Misadventure form** is available for download from your dashboard. Take this form to the relevant professional authority to complete all relevant sections of the application on the **same day of your missed assessment task**.

3

Attach Evidence: You must attach evidence that covers the day of the assessment task and all other absences until the task is completed. Submitting incomplete forms will jeopardise the application's success.

4

Return to school with completed application: You must attend school on the first day not covered by independent evidence. Present the completed *Illness/Misadventure Application*, with supporting evidence, to the Head Teacher of that course within 5 school days of the due date of the assessment task or on the first day of your return to school before 3pm. Whichever occurs earlier applies. Students must be prepared to complete any missed assessment from their first day of return to school. Therefore, students must see the subject Head Teacher on the first day of return to school and arrange a date and time for the assessment to be completed. All assessments must be completed by the student to address course requirements.

Illness /Misadventure Application

Student Name: _____

Course Name: _____ Year: _____

Task Missed: _____ OR

Task Attempted: _____ % Value: _____

Date Due/Scheduled: _____ Teacher's Name: _____

Student statement outlining details of impact on performance:

(Describe how illness or unforeseen misadventure affected your performance or prevented your attendance.)

Independent Documentary Evidence Attached: (please circle) YES NO

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

THIS COMPLETED FORM IS NOW TO BE HANDED TO THE FACULTY HT BY 3PM WITHIN FIVE SCHOOL DAYS OF THE DUE DATE OF THE ASSESSMENT TASK OR UPON RETURNING TO SCHOOL. WHICHEVER OCCURS EARLIER APPLIES.

Head Teacher Determination:

- Task accepted without penalty.
- Missed task to be completed on: _____ (date)
- Alternative task to be completed on /by: _____ (date)
- An estimate to be awarded.
- A zero mark to be awarded.

Head Teacher Signature: _____ Date: _____

Endorsing Deputy Principal Signature: _____ Date: _____

You will be informed of this decision within 5 school days of lodgement of this Illness/Misadventure Application.

IF YOU ARE NOT SATISFIED WITH THE DETERMINATION YOU MAY APPEAL IN WRITING TO THE HEAD TEACHER OF THE COURSE WITHIN FIVE SCHOOL DAYS OF RECEIVING THE RESULT OF THIS APPLICATION.

Original to be filed in Student file

Copy to Head Teacher

Copy to parent/student