



## **Bellfield College Student Travel Policy**

### **Rationale:**

The College Board celebrates and supports the diversity of culture and religious practices of each family in the College. The Management and staff at Bellfield always seek to support families and the goals that they have for their children.

Unfortunately there are times that this support compromises the College and the education of students as they miss out on access to education when not attending school. Research supports that students learn more when they are receiving lessons directly from a teacher.

The Minister of Education also requires school Boards and Principals to ensure a students' right to education is not compromised and enforce the attendance of students to school. Any leave beyond the usual sick days are required to be approved by the College Principal as they are required to provide knowledge of the whereabouts of a student in the interest of their safety and well-being.

### **Policy:**

To ensure that our students are accessing the curriculum and are not jeopardized with falling behind in their learning students are permitted to take extended leave for travel for up to 10 school days per calendar school year. This application is not required if all the travel falls within the holiday period.

Any student who misses more than two consecutive weeks ( 10 School Days ) from school will be required to **WITHDRAW FROM THE COLLEGE**. Therefore, if parents wish to plan family holidays either interstate or overseas, please do so in the school holiday period. Approval for leave must be sought **BEFORE** confirming and paying for flights or accommodation as these factors will not be considered in the approval process.

### **Procedure:**

If a family requires an application for leave, they must:

- 1) Contact the enrolments officer for an application form.
- 2) The application form must be completed, signed and submitted no less than 4 weeks prior to the travel date. The College acknowledges that emergencies may arise, however we cannot guarantee that leave will be approved if short notice is provided as the College is required to undertake due diligence when assessing an application.
- 3) Once the application is received, it will be assessed using the following criteria:
  - a) School fees are required **PAID IN FULL PRIOR** to the leave commencing.  
Should a family travel before finalising their account, their child's/ren's enrolment at the College will be terminated for breach of College policy and their place will be offered to the next student on the waiting list.
  - b) Students are only permitted to take **10 school days leave per school year**.  
Should the leave exceed the 10 days, the child will be required to **WITHDRAW FROM THE COLLEGE** upon their return from travelling.
    - \*Students who withdraw and enrol in another school will not be permitted to re-enrol at Bellfield College at any time in the future.
    - \* It is the responsibility of parents to ensure that adequate planning has been made to factor in any unexpected or unforeseen circumstances. If the child's absence extends beyond the approved date, the terms and conditions of the leave still apply and students will be required to repeat their current grade the following year, which will be subject to an available place in that class. This requirement is irrespective of any changes to flight dates or changes to quarantine / isolation requirements.
- 4) Following assessment of the application, parents will receive formal letter of approval or denial of leave. If leave is approved, the students will be placed on a register whereby their attendance will be monitored for that year as they may not be entitled to take any further leave that year. The approval is based on the application provided. Any changes to travel dates will require a new application.
- 5) If leave is approved, parents will be required to sign the agreement in the approval letter and return it to the College Prior to travel. If this agreement is not received Prior to travel, the approval will be withdrawn, the student marked as an unknown absence from school and may be reported to the Department of Education.

- 6) Any family that extends their travel after leaving is required to notify the College of any extension in writing as the College is required by law to ensure students are in attendance at school. Any unknown or unaccounted absences require the school to report student absences to the Department of Education who will then follow up the matter directly with you.
- 7) Any family not seeking approval for leave from the College **PRIOR** to travelling will be reported to the NSW Department of Education as this is a mandatory legal requirement.

I have read this letter and accept the terms and conditions contained in this letter for my child /children's future schooling at Bellfield College.

Signature of Parent 1: .....Date: .....

Name of Parent 1: .....

Signature of Parent 2: .....Date: .....

Name of Parent 2: .....