



WGHS- NON-APPROVED Leave from school (International Student)

This form is to be completed for all students who will be absent from school for a period of time. All sections must be completed and the form handed in to **The International Department** at least two week prior to your last day at school.

Name of student: _____ **Form class:** _____ **House:** _____

Dates absent: Last day at school _____ First day back at school _____

Reason for absence (include destination): _____

Non-Approved leave: Non-Approved leave means that the student for-goes any assessment opportunities whilst she is absent from school. She may also hinder her ability to succeed in assessments that are scheduled soon after her return to school. International students are not encouraged to return to their home countries mid-year.

All subject teachers are to sign below to show that they are aware of this absence:

Subject	Assessment on (please circle)	Assessment Standard (eg: 91102)	Work to Complete (please circle)	Teacher Code	Signature
	YES / NO		YES / NO		
	YES / NO		YES / NO		
	YES / NO		YES / NO		
	YES / NO		YES / NO		
	YES / NO		YES / NO		
	YES / NO		YES / NO		
	YES / NO		YES / NO		
	YES / NO		YES / NO		
	YES / NO		YES / NO		

The details of work to complete whilst absent should be recorded by the student in their diary.

Form Teacher: _____ (Name) _____ (Signature)

The Education Act 1989, does not delegate the authority to a Principal to approve absence from school, during the school term, for a holiday.

The Westlake Girls High School NCEA *Missed Assessments* policy is overleaf. Please read this carefully and then sign below to show you acknowledge the guidelines outlined.

Parent/Guardian: _____ (Name) _____ (Signature)

Student Signature: _____ **International Student Coordinator:** _____

Westlake Girls High School

NQF POLICY

Missed Assessments

Revised 2016

- Students will not be disadvantaged by unforeseen circumstances
- An assessment opportunity will be granted at another time to a student who has missed an assessment opportunity on approved grounds at a convenient time negotiated with the HOD
- Approved Grounds may include: family bereavement, accident or illness. Holidays taken during term time do not constitute grounds for rescheduling of assessments. Therefore, should a student miss an assessment because she is away on holiday, she will not be granted an assessment opportunity at another time
- Bereavement circumstances need to be authenticated
- Medical circumstances need to be authenticated by a medical certificate from a New Zealand registered medical practitioner which is dated on or immediately prior to the date or dates of assessment and must cover the date(s) of the assessment. The dates a student was incapacitated must be specified to be eligible for extensions or re-assessment opportunities, general or open ended medical certificates are insufficient. Refer to managing LONG TERM ILLNESS.
- To request rescheduling of or extension for an assessment, students will need to complete a “*Request for Extension /Rescheduling of Assessment*” or the “WGHS leave from school” form with evidence of “approved” grounds sighted by their house dean with appropriate supporting documents
- Rescheduling of short term assessment opportunities, 1-3 days, may be granted without a formal medical certificate where the students absence has been limited to a minority of the assessment period and the assessment is able to be rescheduled, within the assessment period. In this circumstance an email or phone call on the day of the assessment from the caregiver, followed by a signed note will suffice. This is at the discretion of the HOD.
- Documents need to be submitted to the HOD via the class teacher responsible for that assessment
- Where it is not appropriate nor practical to offer an alternative time for assessment it may be possible for teachers to determine a **derived grade** from standard-specific evidence of achievement in that standard for students who meet the requirements set out above
- Derived Grades – Are only applicable for external assessments due to emergency or unforeseen circumstances. Long term illnesses, anxiety or compassionate consideration are not applicable. Approved Grounds for application are: short term medical, accident or bereavement. Students must contact their Deans immediately should an emergency situation arise during external examinations, in order to apply.
- Documentation will be stored with assessment material relating to that standard
- Students who fail to submit adequate documentation and have their “*Request for Extension /Rescheduling of Assessment*” denied will have ‘**Not Achieved**’ recorded for that particular standard
- Students who have been absent from the teaching of the coursework for the standard through illness or for other legitimate reasons and are not able to cover the missed coursework and assessment may apply to have this standard withdrawn.
- Withdrawals – Students are expected to attempt the full course of study to ensure success. Students may apply to withdraw from particular standards via their Deans in exceptional circumstances. These would normally be approved grounds such as severe illness, bereavement or national sporting representation. In these cases an Individual Education Plan may be more appropriate.
- Students who fail to hand in assessments will have ‘*Not Achieved*’ recorded for that standard unless approved reasons apply.
- **LONG TERM ILLNESS:** If a student has an illness that prevents her from attending school for a considerable period of time then it is unlikely that she will have completed the required course of study for the particular achievement standard(s) she has missed. Therefore it is unlikely that she will be eligible to be assessed for a **derived grade** for those internal or external standards. Any student in this situation is advised to contact the Senior Manager in charge of her level to discuss her particular circumstances.

International Student/Parent/Caregiver declaration

Parent/Guardian Declaration

I, _____ am the parent/legal guardian of _____

I give permission for my daughter to undertake travel from ___/___/___ to ___/___/___

Destination _____

Travelling with _____

I understand that my daughter has planned this travel and that I will not hold Westlake Girls High School liable for any loss or injury which may be sustained by my daughter during this time. I have sighted the itinerary and given permission for my daughter to take part in this activity.

Signature of Parent/Guardian: _____ **Date:** _____

Host Parent Declaration

I, _____ as the host parent of _____ have been made fully aware of these travel plans.

I have an itinerary/information and my student has agreed to maintain regular contact via phone, skype, text or email with my family during this time. If I become aware of any problem I will contact the school.

Signature of Host Parent/Caregiver: _____ **Date:** _____

Student Declaration

I, _____, have provided the International Department of Westlake Girls High School, and my homestay parents with an itinerary for my travel. This has been discussed with and approved by my parents.

I agree to adhere to the regulations of New Zealand Law. I understand that the school cannot be responsible for me during this time and will not be held responsible for any loss or injury. I undertake to make regular contact with my homestay parents and to inform them of any alteration to the planned itinerary (which should not occur). My contact number during my time of travel will be _____ and I will ensure that this phone is fully charged and working at all times during my trip if I am not returning home to my own country.

An alternative contact number is _____

I will not take part in any activity that is forbidden by either my parents or my agent.

Signature of Student _____ **Date:** _____

Travel information accepted _____ **Date:** _____