

# ST IGNATIUS SCHOOL, TOOWONG

## Procedures for Flexible Schooling Arrangements

Invariably throughout the course of a school year, situations arise which require students to enter into different and flexible arrangements for their continued education. Such situations may include extended family vacations, periods of prolonged sickness, recovery from serious injury and so on.

In such situations, the school has procedures which must be followed to ensure the appropriate continued education of the students involved. The Education (General Provisions) Act 2006, Section 182 Part 2 clearly states that a non-state school may approve such flexible schooling arrangements but only if certain conditions are met. These procedures are designed to meet the required conditions.

### Procedures:

If a student is required to be absent from school for an extended period, the school may approve alternative arrangements for that student, provided that the following procedures are followed.

- (1) The parents or guardians of the student must apply in writing for alternative arrangements to be considered.
- (2) The application must state the reason for the absence and the duration if possible.

Following the application, the school will:

- (1) Consider the validity of the application and if deemed valid,
  - Have the class teacher prepare a written document outlining what needs to be done during the period of absence to address the educational needs of the student (eg a work plan, an activity booklet, an assignment, reading and written tasks etc). This work should be at the appropriate level to meet student learning outcomes.
  - Ensure that the student is in the care of a suitable provider who can assist with their ongoing educational needs.
- (2) Discuss the alternative arrangements with the student and their parent/guardian.
- (3) Present the parent/guardian with an "Alternative Arrangements Form" which outlines the arrangement and seeks their agreement.
- (4) Have the parent/guardian sign the form.
- (5) Ensure that the form and a copy of the written work arrangements is kept on file for 5 years after the arrangements have stopped applying.

Roycelyn Wilden  
Principal

**Student Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Reason for alternative arrangement:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Duration:** \_\_\_\_\_

**Education Plan:** *(Outline of the tasks the student is required to complete during the period of absence from school)*

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**Principal Approval:**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Parent/Guardian Acceptance of Arrangements:**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_