

## **Holidays/travel during school terms**

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The education of every child is important, and regular attendance at school is essential for your child to achieve their educational best; missing school can have a significant impact on your child's learning outcomes.

Term breaks at Chevalier College provide 14 weeks of student holidays each year. These breaks provide families with time to travel, and we encourage families to plan their holidays during our term breaks.

### **Applications for leave**

In circumstances where families find they need to take their child out of school for extended leave (more than five days), they must submit an application to the Principal. Leave application forms can be obtained from the College [website](#). In their application, families must include the dates of intended absence, the reason for the absence and any supporting documentation.

Please note that Chevalier College will not support applications for extended leave for the purpose of holidays or travel, unless the Principal is satisfied that there are substantiated compassionate grounds and that the leave is in both the long- and short-term best interests of the student.

### **Record of attendance**

Under New South Wales regulations, Principals cannot grant an 'exemption from attendance' from school for the purpose of travel. Therefore, any approved leave will be recorded on the student's attendance record as 'Leave'.

Unapproved leave taken by a student is recorded as 'Unjustified' and will appear on their school report.

### **School work and assessment tasks**

Students on leave during school terms can continue to access learning activities via the College online Learning Management System, Canvas. It is the responsibility of the student to ensure all necessary work, including all requirements pertaining to assessment tasks are completed and submitted on time. No assessment task extensions will be granted to students who take approved or unapproved leave unless there are substantiated compassionate grounds.

### **Further information**

For further information, please contact the Assistant to the Principal by [email](#) or telephone 48611488.