



Our Lady of the Angels' School
Procedures for Flexible Schooling Arrangements
(For holidays in Term time)

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.

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/guardians of the student must apply in writing (as per below) for alternative arrangements to be considered.
- (2) The application must state the reason for the absence and the duration of the absence.
- (3) Inform class teacher and school office of the intended absence.
- (4) Students will be responsible for managing workloads prior to and upon returning from leave. Teachers will not be required to prepare work for the duration of the absence.

Following the application, the school will:

Consider the validity of the application and if deemed valid,

- Ensure that the student is in the care of a suitable provider who can assist with their ongoing educational needs.

Student Name: _____ Class: _____

Dates absent from school: _____

Reason for alternative arrangement for Schooling:

Parent/Guardian Name - Acceptance of Arrangements: _____

Signed: _____ Date: _____

Principal Approval: Approved by: _____

Signed: _____ Date: _____