



WHITEBRIDGE HIGH SCHOOL

Learning, Respect and Responsibility

Illness / Misadventure / Notice of Leave

Years 10 / 11 / 12

NB: Leave is not grounds for misadventure - in the event of leave students are to submit this form at least 2 weeks prior to the assessment date or intended start date of leave.

STUDENT NAME:			
COURSE:			
TASK:			
TEACHER:		TASK DATE:	

For Illness / Misadventure - form is to be submitted by 3.00pm (within 5 days of the scheduled task or your return to school) and no later than 7 days after the scheduled assessment date) to the class teacher for the task.

PURPOSE OF ASSESSMENT

monitor student learning and progress, identify strengths and guide next steps in learning. All students are required to complete and submit all identified tasks to the best of their ability. Student learning and progress is reflected in academic reports and student self-reflection reports. Students are required to submit tasks early to avoid known circumstances for misadventure.

Unacceptable grounds for illness / misadventure:

- leave / attendance at a sporting or cultural event or family holiday
- technology failure
- alleged inadequacies of teaching or long-term matters relating to loss of preparation time, loss of study time or facilities
- disabilities for which the school or NESA has already granted disability provisions, unless an unforeseen episode occurs during the assessment task (eg: a hypoglycaemic event suffered by a diabetic student or a student who presents for the task but is still unwell, or if further difficulties occur the authenticity of which is supported by the Principal.

Tick for type of application: ☐ Illness/misadventure ☐ Notice of leave

If notice of leave – provide details of leave and attach relevant evidence documents:

Details of circumstances for illness/misadventure

NB: in the space below, explain with sufficient detail the nature of the illness or misadventure and how this has impacted on your ability to complete this task. Please attach/provide evidence to support your illness/misadventure application. (eg. Medical certificate)

Student Signature:		Date:	
Parent Signature:		Date:	
Teacher Signature:		Date:	

OFFICE USE ONLY: NOTE SCHOOL ENDORSED REPRESENTATIVE LEAVE WILL BE APPROVED**NOTICE OF LEAVE:** All other leave that impacts assessment will be declined with arrangements made for students to meet course outcomes.

<input type="checkbox"/> Same task	<input type="checkbox"/> Task to be submitted prior to departure	<input type="checkbox"/> Other (requires senior executive endorsement)
<input type="checkbox"/> Alternate task	<input type="checkbox"/> Zero awarded and task to be submitted on return to meet outcomes	<input type="checkbox"/> No impact marks stands

Notice of Leave checklist:

<input type="checkbox"/>	Student leave documentation attached (eg. Travel itinerary / flight ticket etc)
<input type="checkbox"/>	Certificate of leave / travel endorsed / travel declined by the Principal (attendance)
<input type="checkbox"/>	Copy of task / task notice attached
<input type="checkbox"/>	Student notified
<input type="checkbox"/>	Where other is selected: Deputy Principal notified and senior executive endorsed
<input type="checkbox"/>	Documents recorded in monitoring folder / Sentral learning (confidential)

Head Teacher Signature:

Date:

OFFICE USE ONLY: Illness / Misadventure Application

Date application received:

<input type="checkbox"/> I/M Declined	<input type="checkbox"/> Zero awarded and task to be submitted on return to meet outcomes	<input type="checkbox"/> Other (requires senior executive endorsement)
<input type="checkbox"/> I/M Approved	<input type="checkbox"/> Task to be submitted with additional emergency provisions (see details below)	<input type="checkbox"/> No impact marks stands
<input type="checkbox"/>	Late Submission - New date:	<input type="text"/>

Illness / Misadventure checklist:

<input type="checkbox"/>	Student submit completed documentation within allocated timeframe
<input type="checkbox"/>	Evidence or documentation attached (eg. Medical certificate / NSWCHS event advice)
<input type="checkbox"/>	Copy of task / task notice attached
<input type="checkbox"/>	Student had previous I/M in this course (Y/N) (if yes please note detail in notes below: Task # / weight / reason)
<input type="checkbox"/>	Markbook updated

Teacher / supervisor comment / observation notes where relevant

Where other is selected: DP notified and Senior executive endorsed

DP Signature: (Optional)

Date:

<input type="checkbox"/>	Student advised of outcome	<input type="checkbox"/>	Parent advised
<input type="checkbox"/>	N letter generated / issued with resubmit date to meet outcomes		
<input type="checkbox"/>	HSC Monitoring folder / Sentral updated (confidential)		

Teacher Signature:

Date:

Head Teacher Signature:

Date: