



# 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:	<input type="text"/>		
COURSE:	<input type="text"/>		
TASK:	<input type="text"/>		
TEACHER:	<input type="text"/>	TASK DATE:	<input type="text"/>

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 NESAs 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:	<input type="text"/>	Date:	<input type="text"/>
Parent Signature:	<input type="text"/>	Date:	<input type="text"/>
Teacher Signature:	<input type="text"/>	Date:	<input type="text"/>

**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 <small>(requires senior executive endorsement)</small>
<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:**

Student leave documentation attached (eg. Travel itinerary / flight ticket etc)

Certificate of leave / travel endorsed / travel declined by the Principal (attendance)

Copy of task / task notice attached

Student notified

Where other is selected: Deputy Principal notified and senior executive endorsed

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 <small>(requires senior executive endorsement)</small>
<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:**

Student submit completed documentation within allocated timeframe

Evidence or documentation attached (eg. Medical certificate / NSWCHS event advice)

Copy of task / task notice attached

Student had previous I/M in this course (Y/N)  
(if yes please note detail in notes below: Task # / weight / reason)  Markbook updated

**Teacher / supervisor comment / observation notes where relevant**

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**Where other is selected: DP notified and Senior executive endorsed**

DP Signature: (Optional)  Date:

Student advised of outcome  Parent advised

N letter generated / issued with resubmit date to meet outcomes

HSC Monitoring folder / Sentral updated (confidential)

Teacher Signature:  Date:

Head Teacher Signature:  Date: