



Student Extended Holiday Procedures

Procedures

Determining a student has a reasonable absence from school. The family must follow the Student Extended Holiday Procedures in conjunction with the [MACS Attendance Policy](#).

1. The Family must notify the following parties when taking an extended holiday
 - a. The Classroom Teacher/s
 - b. The Principal
 - c. The Administration Office
2. The Family must schedule a time to meet with the Principal and Classroom Teacher to discuss the student/s needs.
3. The Classroom Teacher/s must create a Student Absence Learning Plan and provide learning for the student.
4. The Family must record the absence in the relevant platform (i.e. Compass) with the support of the Administration Team.

Policy information table

Responsible director	Principal
Policy owner	Principal
Approving Authority	Principal
Approval date	7 July 2024
Preliminary review by	4 Years
Major review by	July 2028