



### **POLICY ON LEAVE FOR BOYS AND RELATED MATTERS**

1. The School has a very strict policy on attendance and leave.
2. The purpose of this policy is to better foster the education of each boy and to promote the effective operation of all classes and of classroom teaching throughout each school term.
3. It is expected that activities other than attendance at school and school activities will be pursued out of school time (including in the extensive term holidays provided).
4. Leave is granted at the discretion of the School where appropriate and for an appropriate period of time (which may be part of a day, a full day or more than one day as applicable) in the following circumstances and will not be unreasonably withheld in such circumstances:
  - for appropriate health reasons (physical or mental) including medical, dental and other necessary health appointments and procedures
  - on grounds of bereavement or other serious compassionate grounds (as judged by the School)
  - to attend the funeral of a close relative or friend
  - for special occasions of religious observance, as approved for leave by the School
  - to participate in an approved School-based competition or activity or one closely connected with participation in such a competition or activity and of a significant character, of limited duration and suitable timing, such matters to be judged by the School
5. All leave granted under clause 4 is prospective leave and must be sought as early as possible. Leave sought without time for proper consideration may be refused even if otherwise it might have been granted.

6. Absence caused by unexpected illness or misadventure must be explained to the School as soon as possible (in accordance with procedures established at each branch of the School and notified to parents) and the absence will be classified and recorded retrospectively in the appropriate form as required by regulation. The School has experienced a small number of cases of school refusal and genuine cases of this type (which often involve forms of mental illness) will be dealt with in consultation with parents and relevant experts with a view to an early return to school. The absences covered by this clause are not matters which involve leave but in certain (non-genuine) cases or (in the case of school refusal, protracted) cases they may involve unauthorised and unwarranted absence or effective withdrawal from the School such as to make a boy liable to termination of his enrolment at the School.
7. Communications to the School under clause 5 for leave in advance must be:
  - for boys in Forms II to VI at College Street: by email to: [deputyheadmaster@sydgram.nsw.edu.au](mailto:deputyheadmaster@sydgram.nsw.edu.au);
  - for boys in Form I at College Street: by email to [lower.school@sydgram.nsw.edu.au](mailto:lower.school@sydgram.nsw.edu.au) or by written note addressed to the Master of the Lower School;
  - for Preparatory School boys: by email to [edgecliff@sydgram.nsw.edu.au](mailto:edgecliff@sydgram.nsw.edu.au) or [stives@sydgram.nsw.edu.au](mailto:stives@sydgram.nsw.edu.au) as relevant.
8. Communications to the School under clause 6 concerning unexpected illness or misadventure must be made:
  - for boys in Forms I to VI at College Street: by parents sending an email to [absence@sydgram.nsw.edu.au](mailto:absence@sydgram.nsw.edu.au) on the morning of the first day of an absence and on subsequent days if illness continues. The email should clearly indicate the boy's name and Tutorial and Form, as well as provide an explanation of the absence. If email notification is not possible then parents must call the School on 9332 5800.
  - for Preparatory School boys: by telephone (93660100 for Edgecliff and 83025200 for St Ives).
9. The School may grant leave in advance for reasons other than those set out in clause 4 but will do so only in the most exceptional and compelling circumstances. Such exceptional leave will be extremely rare. Applications for exceptional leave must be made as soon as possible and in the same manner as set out in clause 7.

10. The School will not grant leave on the grounds that arrangements have already been made or expenses incurred. Such matters will only be considered if a prior decision in principle has been made to grant the leave sought and even in such cases the School will not be bound by the arrangements made. The coverage of this clause includes airline and accommodation bookings.
11. Boys whose parents do not adhere to this policy or other attendance requirements of the School or who deliberately deceive it in relation to a leave matter may be removed from the School.
12. The School may as it sees fit require evidence of matters relied on in an application for leave.
13. No application for leave is to be regarded as granted unless and until written notice to that effect is given. The School will regard anyone acting merely in reliance on a lack of response from the School as failing to adhere to this policy and subject to clause 11. The School will respond as soon as practicable to applications for leave but may take time to do so.
14. This policy may be amended at any time by the Headmaster without notice.

Dr RB Malpass

Headmaster

October 2019