



WGHS- NON-APPROVED Leave from school (International Student)

This form is to be completed for all students who will be absent from school for a period of time. All sections must be completed and the form handed in to the **International Dean** at least one week prior to your last day at school.

Name of student: _____ **Form class:** _____ **ID Number:** _____

Dates absent: Last day at school _____ First day back at school _____

Reason for absence (include destination): _____

All subject teachers are to sign below to show that they are aware of this absence:

Subject	Assessment on during absence (please circle)	Assessment Standard (eg: 91102)	Work to Complete (please circle)	Teacher Code	Signature
	YES / NO		YES / NO		
	YES / NO		YES / NO		
	YES / NO		YES / NO		
	YES / NO		YES / NO		
	YES / NO		YES / NO		
	YES / NO		YES / NO		
	YES / NO		YES / NO		
	YES / NO		YES / NO		

The details of work to complete whilst absent should be recorded by the student in their diary.

Form Teacher: _____
(Name) (Signature)

The Education Act 1989, does not delegate the authority to a Principal to approve absence from school, during the school term, for a holiday.

The Westlake Girls High School NCEA *Missed Assessments* policy is overleaf. Please read this carefully and then **sign below to show you acknowledge the guidelines outlined.**

Non-Approved leave means that the student **for goes any assessment opportunities whilst she is absent from school.** She may also hinder her ability to succeed in assessments that are scheduled soon after her return to school. International students are not encouraged to return to their home countries mid-year.

Parent/Guardian: _____
(Name) (Signature)

Student Signature: _____ **International Dean:** _____

WESTLAKE GIRLS HIGH SCHOOL
NZQF POLICY
Fairness – Missed Assessments
Revised February 2024

Scope: Covering all assessment work for NZQF subjects and Candidates presenting themselves for assessment.

Objectives: To ensure that students are not disadvantaged by unforeseen circumstances.

Procedures:

- An assessment opportunity will be granted at another time to a student who has missed an assessment opportunity on Approved Grounds at a convenient time negotiated with the HOD.
- Approved Grounds may include: family bereavement, accident, illness or serious unforeseen circumstances/events. Holidays taken during term time do not constitute grounds for rescheduling of assessments. Therefore, should a student miss an assessment because she is away on holiday, she will not be granted an assessment opportunity at another time.
- Bereavement circumstances need to be authenticated.
- Short term medical circumstances need to be authenticated by a medical certificate from a NewZealand registered medical practitioner which is dated on or immediately prior to the date or dates of assessment and must cover the date(s) of the assessment.
- Serious unforeseen circumstances/events will need to be evidence-based and an authentication process will be required.
- Computer or printing issues are not an acceptable reason for an extension/failure to submit on the day the assessment was due.
- To request rescheduling of or extension for an assessment, students will need to complete a 'Request For Extension/Rescheduling of Assessment' form (see under 'Forms') with appropriate supporting documents.
- Rescheduling of short-term assessment opportunities, 1-3 days, may be granted without a formal medical certificate where the student's absence has been limited to a minority of the assessment period and the assessment is able to be rescheduled, within the assessment period. In this circumstance an email or phone call on the day of the assessment from the caregiver, followed by a signed note will suffice. This is at the discretion of the HOD.
- Documents need to be submitted to the HOD via the class teacher responsible for that assessment.
- Where it is not appropriate nor practical to offer an alternative time for assessment it may be possible for teachers to collect standard-specific evidence of achievement in that standard, for students who meet the requirements set out above. This is at the discretion of the HOD after discussion with the PN, for exceptional circumstances.
- Copies of relevant documentation must be stored with assessment material.
- Students who fail to submit adequate documentation and have their 'Request for Extension/Rescheduling of Assessment' denied will have 'Not Achieved' recorded for that particular standard.
- Students who have been absent from the teaching of the coursework for the standard through illness or for other legitimate reasons and are not able to cover the missed coursework and assessment will be issued with the 'Failure to complete sufficient course work to complete an assessment task' (see under 'Forms') and may request withdrawal on the 'Request for withdrawal of students from NZQF assessment' (see under 'Forms'). Students are responsible for negotiating an extension with their teachers, providing evidence and gaining written permission. Extensions are unlikely to be granted for computer/printer faults.
- Students who fail to hand in assessments will have 'Not Achieved' recorded for that standard.