# Student Absence Learning Plan

All information appearing in red text is there to assist with completing this Plan and will not appear in print or a pdf document. This text can be hidden by clicking on the ¶ symbol on your toolbar. Alternatively, you can delete the red text by selecting it and pressing the delete button.

Student Absence Learning Plans are implemented to support the education of students who are absent from school for an extended period. Student Absence Learning Plans should be developed collaboratively by teachers, students and their parent.

Student Absence Learning Plan must be developed for:

* students who are planning extended absences from school, for example for a family holiday
* students suspended for more than 3 days (refer to suspension guidelines for more information)
* students who have been expelled and are in the process of a supported transition to a new school
* students subject to an expulsion appeal process (refer to expulsion guidelines for more information).

It may also be useful to develop a Return to School Plan for students who have been absent from school for an extended period.

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| **Student name:** **Year level: Date:** |
| **Reason for absence:** |
| **Date of last day of school:** |  **Date of return to school:** |
| **Description of the educational program:**Teachers/year-level coordinators should include elements of the learning program the student will be missing while away. The learning program should enable the student to more easily re-engage in class activities when they return. |
| **Activities for the student to undertake while away from school:****Maths:****English:****Other:** For example, if a student is travelling, what research can they undertake, or what presentations can be prepared? |
| **Outcomes for the student to achieve:** |
| **Resources the student may find useful:** |
| **Agreed role of parents/carers in supporting the absence learning program:** |
| **Contact details for the student to stay in touch:****School contact person:****Signature of parent/carer:** | **School phone number:****Signature of principal:** |