

Lake Munmorah High School - Illness/Misadventure Application Whilst School has Learning From Home Procedures in Place

INSTRUCTIONS:

- Student completes Section A only of this form
- Student AND Parent / Guardian sign form
 Student emails form (including any documentation) to the relevant Head Teacher

4. The Head Teacher completes Section B and submits the form to the Deputy Principal		
5. Deputy Principal in consultation with the Illness/Misadventure Panel completes Section C and informs Head		
Teacher via school office (Section D) 6. Head Teacher informs the student of the outcome.		
Section A: (Student to complete and Parent / Guardian to sign)		
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Student Name:		Year:
Subject:	Subject Teacher:	Date due:
Description of task and weighting (e.g. Assessment Task 2, Research Report, 20%)		
Who did you notify at school of	on the day the task was due?	
Explanation: Statement with sufficient details to support your case for special consideration.		
The following documentary evidence is attached: (See point 4 over page)		
☐ Medical Certificate ☐ Other		
Student signature:	Parent signature:	Date:
Section B: (Head Teacher use	e only)	
Head Teacher recommendation (must meet LMHS Assessment Policy guidelines)		
Alternate Assessment task to be attempted (new arrangements:)		
Extension of time granted until:		
Estimate to be given (based on student's performance in other tasks)		
No credit for this assessment task (N warning issued)		
Other action:	Head Teache	er Signature:
Section C: (Deputy Principal use only)		
Panel Decision: HT recommendation approved HT recommendation not approved Signed:		
Deputy	Year Advisor	
Section D: (Office use only) Original application return to the HT for the student	ed Copy for Student file	e (office) Copy for HT files

If you cannot submit the assessment task on the due date because of a **valid** reason (illness or misadventure) you **must** do the following:

- 1. Contact your teacher via Canvas or email and inform that you are unable to complete the task.
- **2. Submit the task when you are first able to do so** or negotiate with the Faculty Head Teacher an alternate date to complete an internal assessment.
- 3. Download an Illness / Misadventure Application form from the LMHS Website. https://lakemunmor-h.schools.nsw.gov.au/. Any student in these circumstances receives a ZERO mark until a valid reason has been provided and the appeal has been approved. YOU HAVE FIVE DAYS FROM THE DUE DATE OF THE TASK TO LODGE THE ILLNESS /MISADVENTURE APPLICATION FORM.
- **4.** Complete the Illness / Misadventure Application form, outlining your reasons and attaching evidence (where possible) from a health professional or another relevant person e.g. counselor or police officer. A parent signature must be on each form before it is processed. (digital signature is acceptable)
- 5. Email the completed Illness / Misadventure Application form to the relevant Head Teacher before class on the next day after your parents have signed it. Discuss with the Head Teacher when you will do the task missed or a substitute task. You must be prepared to do the task or a substitute task on a day or time arranged by the Head Teacher. The result of your efforts on this task will depend on the success of your appeal. If it is not successful, a zero mark stands.
- 6. The Head Teacher makes a written recommendation and transfers the completed Illness / Misadventure Application form to the Deputy Principal who sights relevant documentation and notes it on the form. An appeals committee will then consider the Illness/Misadventure application.
- 7. Head Teachers will be notified of the decision by the Deputy Principal. Students will be notified of the result of their application by the Head Teacher/Class Teacher.
- **8.** In the case of an unsuccessful appeal, the Class Teacher will notify the parents in writing (through an official NESA non-completion of course warning letter) of the outcome of the appeal. If successful, the completed assessment task will be marked as usual and the mark will stand.
- 9. In the event of an application being declined a student may appeal the decision. In this case the Principal will convene a panel, liaising with Head Teachers where necessary. Records of panel meetings will be maintained.