## St Joseph's Catholic High School – STAGE 6 –Illness/Misadventure Procedure Hand-In Assessment Task or In-Class Examination In the event that students fail to hand-in an Where possible, if a completed Assessment Task on the due date or they fail to task can be emailed, it should be present at school for an in-class assessment the emailed to the class teacher on following procedure is to be adopted. the due date. On this same day, Curriculum SSO emails the absent student with a reminder of the Class Teacher emails Curriculum SSO on the Illness/Misadventure requirements and the day of the task of any absences (and includes Illness/Misadventure Form. a copy of the notification). CC Copy sent to Cc Parent KLA Coordinator/ Year Coordinator. Illness/Misadventure documentation is to be returned to the Hand-in Task is to be submitted to the Curriculum Office via email or in person within 3 days of the Curriculum Office with the absence and the task is rescheduled by the Curriculum Office. Illness/Misadventure documentation on Curriculum SSO to organise exam and deliver completed the first day back of attendance. paper to relevant KLA upon completion. Failure to provide correct documentation within 3 **Failure to meet Coursework Requirements** days of the absence may result in an KLA Coordinator to notify Curriculum Coordinator of N-Warning. student who is failing to meet coursework requirements Curriculum Coordinator will generate the N-Warning and notifications will be sent to the KLA Coordinator and Curriculum SSO. Curriculum Coordinator to generate N Warning and meet with student to discuss concern and support strategies. Curriculum Coordinator will continue to liaise with student and monitor the N-Warning process until the task in question has been rectified. KLA Coordinator to be informed throughout.

In the event that a student is in jeopardy of a third N-Warning, a meeting with the Principal will be required.