



Waipipi School Extended Leave Notification (Term Time Holiday)

Waipipi School promotes **regular attendance and active engagement in learning for all aakonga**, recognizing that **consistent attendance is essential for academic achievement, wellbeing and future success**.

This form is intended to ensure whaanau carefully consider their choice to take leave during school time, acknowledging that absence during term time directly impacts a student's learning progression and academic continuity. **We require this comprehensive planning because the responsibility for the design, implementation and review of academic continuity during term-time holiday leave rests solely with the parent/caregiver.**

Furthermore, as a school, we are required to track attendance and report unjustified absences. **This extended leave must still be identified using the attendance code 'G' - holiday during term time.**

We monitor attendance based on the following metrics:

- **Great Attendance:** Less than 5 days absence a term (Over 90% Attendance).
- **Worrying Attendance:** Up to 10 days absence a term (80 – 90% Attendance).
- Absences exceeding 10 days per term fall into the **Concerning** (11–15 days) or **Seriously Concerning** (more than 15 days) categories, which trigger specific intervention procedures by the Leadership Team.

Student and Leave Details

Student Name:

Current Attendance Rate (For Office Use Only):

Class/Year Level:

Date of Proposed Departure:

Date of Proposed Return:

Total Number of School Days Requested for Absence:

Reason for Extended Leave (Travel/Holiday):

School Policy on Academic Continuity and Teacher Focus

To ensure teachers' focus remains on delivering the curriculum and instruction to the students present daily during term time, Waipipi School sets the following clear expectations for holiday leave:

The responsibility for the design, implementation, and review of academic continuity during term-time holiday leave rests solely with the whaanau (parent/caregiver).

Teachers are not required to prepare bespoke work packets, assignments, or teaching materials specifically for the period of absence.

Teachers will not be responsible for marking or assessing any supplemental work (such as diaries, travel logs, or independent studies) completed by the student during the holiday leave.

Whaanau Learning Continuity Plan

To help mitigate the impact of absence, we encourage whaanau to utilize the travel experience to provide related academic learning during the leave period.

Please consider utilizing the following suggestions:

- **Reading/Literacy:** Regular reading of travel guides, brochures, informational signs, or continuing with assigned class readers.
- **Writing/Journaling:** Writing a daily or weekly diary about the experiences, people met, or places visited.
- **Mathematics/Financial Literacy:** Practicing managing money, calculating change, converting currency, or tracking travel budgets.
- **Planning/Organization:** Researching destinations, calculating time zone differences, or creating and documenting the daily itinerary.
- **Research/Inquiry:** Learning about the local history, geography, or culture of the destination.

Parental Commitment

Please detail the specific tasks and academic expectations you will implement during the requested leave period to ensure learning continues.

Task/Activity (e.g. reading, writing a diary, managing money, creating itinerary, etc.)	Frequency (e.g., daily, 3 times per week)	Learning Focus (e.g., Math, Literacy, Inquiry)

I understand and accept the policies outlined in Section 3 regarding teacher workload. I commit to ensuring that my student completes the academic tasks outlined above to the best of their ability, and I understand that the school is **required to track attendance and report unjustified absences**.

Signatures and Review

Parent/Caregiver Name:

Signature:

For School Leadership Team Use Only

Principal Signature:

Date Reviewed: