

Procedures for Illness/Misadventure

Students missing an assessment task and wishing to make application for Illness or Misadventure must follow the procedure outlined below:

Step One: Student Contacts the School

Student is requested to inform the school of the absence.



Step Two: On first day of return

It is the student's responsibility:

- (i) Report to the Head Teacher of the Faculty concerned
- (ii) Complete [Illness / Misadventure Application](#) including Head Teacher comments and Parental Signature and [NHSPA medical certificate](#).
- (iii) Submit application form to faculty Head Teacher (or Deputy Principal for exams) within 2 days of their return.



Step Three: Resolution and Action

The Assessment Review Committee will consider application. Resolution for task rescheduling, extension or penalty given to Head Teacher, student and parents.