



Holiday Leave Policy

Policy: Al-Taqwa College does not recommend students taking early leave or extended holidays, however, if students wish to apply for holiday leave the following procedure must be adhered to.

Scope: All Parents/Guardians

WHO	KEY STEPS	CLARIFICATION
Parents/ Enrolment Officer	Documentation	<p><u>Holiday Request Form</u> must be submitted to the College Enrolment Officer four weeks prior to intended holiday. Exception granted in the case of an emergency.</p>
Parents/ Accounts	College Fees	<p>All outstanding fees must be settled prior to commencement of holiday leave. Please note that school fees are accrued for the duration of holiday leave.</p>
Student Welfare Coordinator/ Head of Secondary	Re-entry Assessment	<p>AL-TAQWA COLLEGE AUSTRALIA</p> <ul style="list-style-type: none"> Foundation to Grade 6 students are required to sit a re-entry assessment if absent from school for four weeks or more. Secondary students are required to sit a re-entry assessment if they miss either the mid-year or the end of year exams. If a student fails the re-entry examination or misses end of year examination due to an extended holiday, they may be required to repeat the current year of schooling.
Teachers	Homework Packs	<p>If four week's notice of intended holiday leave has been received and approved, students going away for four weeks or more are required to obtain a holiday homework pack from their Teacher 5 working days prior to the students departure.</p>

Primary Teachers/ Students	Lockers / Primary Tubs	It is the Primary Teachers/student's responsibility to clear their locker / tub of all school books and personal belongings prior to the commencement of holiday leave.
Students/ Parents	Library	It is the parent/student's responsibility to return all library books prior to the commencement of holiday leave otherwise parent/guardian will incur the cost of the book(s)/fine and other costs. If not the Librarian will send a letter to the Parent/Guardian. If a book has not been returned the cost will be added to the student invoice.
Transport Coordinator	Bus Drivers	Once form has been received by the Accounts Receivable Department the Transport Coordinator is to inform bus drivers of student holiday leave.
Parents/Guardians	Extended Leave	<p>If a student is on leave for more than 18 weeks their enrolment will be cancelled unless all outstanding accounts and one term's fees are paid in advance and held as a holding fee. These fees will not be refunded if the student does not return to Al-Taqwa.</p> <p>All students on extended leave must sit a re-entry test upon their return. The College has the right to downgrade the student depending on their test result. If one term's fees are not paid in advance the student's enrolment will be cancelled. If enrolments are cancelled the student will be required to reapply to Al-Taqwa College which will include a further entrance test, be subject to enrolment availability and also to apply availability if applicable. The College will not refund any part of fees as a result of a student's absence (of any kind) from the College. Absences do not include curriculum activities, such as camps and excursions. In the case of long term illness, parents may apply for fee relief, in writing, to the Principal or their delegate.</p> <p>All extended absences from the College must comply with the Holiday Leave Policy.</p>