



Stage 6 Illness / Misadventure Flow Chart

If you are studying a Stage 6 course and are absent due to illness or misadventure on the day an assessment task is scheduled or due, follow and complete this process within 2 school days of the due date of the assessment task. This process is mandatory for students undertaking Stage 6 courses.

1

- **Phone call:** You or your parents/carers should notify the Deputy Principal on the day of the missed assessment task before 9am by making a phone call to the school on (02) 9476 5711.

2

- **Download, print and complete the Illness/Misadventure Application Form and the Hornsby Girls High School Medical Certificate and the Student Impact Statement on the same day as the missed task:**

Print the 3 forms from your Sentral Student Portal or the school website: <https://hornsbygir-h.schools.nsw.gov.au/> or use the ones in your Assessment Handbook, or contact the school to have them emailed to you. Complete all relevant sections of the application on the same day of your missed assessment task.

3

- **Attach Evidence:** You must attach evidence that covers the day of the assessment task and all other absences until the task is completed. Pay close attention to all instructions on the two pages of the Illness/Misadventure Application Form. Submitting incomplete forms will jeopardise the application's success.

4

- **Return to school with completed application:** You must attend school on the first day not covered by the medical certificate or other relevant independent evidence. Present the completed Illness/Misadventure Application, with your supporting evidence, to the Deputy Principal within 2 school days of the due date of the assessment task or on the first day of your return to school before 3pm (if not within 2 school days).