



Sickness & Misadventure Information Sheet For Students and Parents – Years 11 & 12

This information sheet should be read in conjunction with
Harrisdale Senior High School's Senior School Assessment Policy

When Do You Need a Sickness & Misadventure (S&M) Form

All Year 11 and 12 students must complete an S&M Form when they miss any assessment (in class or Period Zero) because of **illness** or a **genuine misadventure**.

For illness this must be supported by an assessment from a medical practitioner.

A misadventure must be something **unexpected and outside your control**. Events that can be rescheduled are not a valid reason for non-attendance, non-completion or non-submission of an assessment task. Examples that **will NOT** be accepted include sleeping in, missing the bus or any situation that was within your control.

For assessments missed due to an extended absence from school, ie family vacation, cultural reasons, you do not complete a Sickness and Misadventure Form. You are required to submit an Extended Leave Form prior to your absence which will be submitted to the Associate Principal for their review.

Non-Attendance at a Period Zero Form

The Non-Attendance at a Period Zero form will no longer be accepted. All missed assessments must be covered by a Sickness and Misadventure Form.

How to Complete the S&M Form

- Please read the instructions on Page 2 of the S&M Form carefully
- You may use either the **fillable PDF** or a **paper copy**.

1) Section A – Applicant Details

- This should be the students' details including WA Student No and Date of Birth

2) Section B – Course Details

- Ensure you list all assessments that you have missed including the course code ie AEENG = Year 11 ATAR English

3) Please complete one of either Section C or D

Section C – Misadventure

- Must be signed by an **independent witness** (not a family member).
- Acceptable witnesses include a teacher, police officer, mechanic or other appropriate professionals

Section D – Sickness

You have two options:

1. **Provide a Medical Certificate** from a registered Medical Practitioner *

** Online certificates may not be accepted unless reviewed by a Medical Practitioner and verifiable by the school free of charge.*

or

2. **Take the S&M Form to your Medical Practitioner** and have it **stamped and signed**.

4) Section E – Declaration

- Ensure both yourself and your parent/guardian have signed and dated Section E.

Incorrect or incomplete forms will be returned, which may delay your assessment result.

How to Submit an S&M Form

- Complete the checklist on Page 2 of the S&M Form to ensure you have completed the full S&M Form.
- Submit your completed form:
 - **By email:** harrisdale.shs.seniorschooladmin@education.wa.edu.au
 - **OR in person:** to **Ms Melissa Joss**, Curriculum Support Officer, in the **Operations Office (next to the Attendance Hub)**
- Forms should be completed and submitted within 3 days of the assessment as per our Senior School Assessment policy.
- Forms **must not be** handed to teachers, HOLAs, the Attendance Hub, or the Senior School Office.
- Your form is considered **acknowledged only when you and your parent receive a Compass chronicle entry**.
- After processing, your form is sent to the **Head of Learning Area (HOLA)** of the missed assessment, who will decide whether your application is accepted and how your assessment will be scored.

Need Help?

If you have questions, please contact:

Ms Melissa Joss, Curriculum Support Officer

 harrisdale.shs.seniorschooladmin@education.wa.edu.au

 Operations Office (attached to Attendance Hub)