

# TULLAWONG STATE HIGH SCHOOL

## Good Standing Appeal Processes & Form



### Grounds for Appeal:

Students should only be able to appeal **on specific, clearly defined grounds**. Below is an “unpacked” version for the three common Good Standing breaches.

#### A. Attendance Grounds for Appeal

A student may appeal an attendance-related loss of Good Standing if:

- 1. Medical or Exceptional Circumstances**
  - Illness supported by a medical certificate.
  - Family or personal emergencies with evidence (statutory declaration, counsellor confirmation).
- 2. Administrative or Recording Error**
  - Marking errors (e.g., marked absent when present).
- 3. Unavoidable External Commitments**
  - Approved cultural, sporting, or representative events.
  - Pre-arranged school-related commitments.

**Not valid appeals:** oversleeping, transport issues, choosing not to attend.

#### B. Uniform Grounds for Appeal

A student may appeal a uniform breach if:

- 1. Documented Short-Term Hardship**
  - Uniform lost, damaged, or delayed in replacement; confirmed by year level coordinator.
- 2. Reasonable Alternative Arrangements Made**
  - Student wore provided loan uniform but was still issued a breach in error.

**Not valid appeals:** refusal to follow instructions, wearing non-approved items by choice.

#### C. Technology Violation Grounds for Appeal

A student may appeal a technology-related breach if:

- 1. Misidentification or Error**
  - Phone was confiscated in error (e.g., belonged to someone else).

**Not valid appeals:** using phone without permission, repeated breaches, checking Compass for timetable.

# TULLAWONG STATE HIGH SCHOOL

## Good Standing Appeal Processes & Form



### STUDENT APPEAL PROCESS

#### Step 1 — Notification (Week 9)

Student is notified of loss of Good Standing via:

- Email

#### Step 2 — Student Obtains Appeal Form

Students to collect the “Good Standing Appeal Form” from:

- Engagement Head of Depart
- Year Level Coordinator

#### Step 3 — Complete the Appeal Form

Students must provide:

- Name and year level
- Type of breach (Attendance / Uniform / Technology)
- Date of incident
- Explanation linked directly to the **grounds for appeal**
- Evidence (medical note, parent note, screenshot, teacher statement, etc.)

**Note:** Appeals without evidence should not proceed.

#### Step 4 — Submission Window (Monday 3pm week 10)

Appeals must be submitted to the Year Engagement Head of Department:

- In person **or**
- Via engagement HoD email

Late appeals are only accepted under exceptional circumstances.

#### Step 5 — Review Panel Process (Wednesday week 10)

A small review group considers the appeal:

- Year Level Deputy Principals

Criteria include:

- Validity of grounds
- Quality of evidence
- Student’s previous behaviour and engagement

#### Step 6 — Outcome (Thursday week 10)

Decision communicated:

- Appeal upheld → Good Standing reinstated
- Appeal denied → Consequence remains

Decision emailed to student + parent/carer.

# TULLAWONG STATE HIGH SCHOOL

## Good Standing Appeal Processes & Form



### GOOD STANDING APPEAL FORM

**Student Name:** \_\_\_\_\_

**Year Level:** \_\_\_\_\_

**Date of Appeal Submission:** \_\_\_\_\_

**Type of Breach (tick one):**

- Attendance
- Uniform
- Technology Violation

**Date of Incident:** \_\_\_\_\_

**Ground for Appeal (tick one):**

- Administrative/Recording Error
- Medical or Exceptional Circumstance
- Evidence of Permission or Teacher Direction
- Cultural/Religious Consideration
- Other (explain below)

**Explanation (What happened?):**

*(Attach evidence—appeals without evidence may not be reviewed.)*

---

---

---

**Student Signature:** \_\_\_\_\_

**Parent/Carer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### OFFICE USE ONLY

- Outcome:  Approved  Denied
- Notes: \_\_\_\_\_
- Reviewed by: \_\_\_\_\_