

TULLAWONG STATE HIGH SCHOOL

Good Standing Appeal Processes & Form (P.3)



Grounds for Appeal:

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

1. 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.

2. 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.

3. 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.

4. Financial Grounds for Appeal

A student may appeal a financial breach if:

1. **Documented hardship**
 - Parent/Caregiver has contacted the finance team, provided evidence of financial hardship and has been given a waiver or approved financial assistance for the current year by the school Business Manager.
2. **Contacted the finance team**
 - Arrange an approved payment plan and maintained payments in the agreement
 - Outstanding school fees have since been paid in full

Not valid appeals: Repeated pattern of non-payment of school resource fees, failure to maintain payment plan.

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STUDENT APPEAL PROCESS

Step 1 — Notification (End of Week 8)

Student and family is notified of loss of Good Standing via:

- Compass Email

Step 2 — Student Obtains Appeal Form

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

- Compass Email

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 Level Deputy:

- In person **or**
- Via email to year level deputy

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 (Friday week 10)

Decision communicated:

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

Decision emailed to student + parent/carer.

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GOOD STANDING APPEAL FORM

Student Name:

Year Level:

Date of Appeal Submission:

Type of Breach (tick one):

- ☐ Attendance
- ☐ Uniform
- ☐ Technology Violation
- ☐ Financial

Date of Incident:

Ground for Appeal (tick one):

- ☐ Administrative/Recording Error
- ☐ Medical or Exceptional Circumstance
- ☐ Evidence of Permission or Teacher Direction
- ☐ Cultural/Religious Consideration
- ☐ Finances now paid, or an approved payment plan has been set up
- ☐ 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: _____