



# Application for Extended Student Leave

All enrolled students are required to attend school unless reasonable and valid grounds exist to be absent. Parents have a responsibility to ensure the attendance of their child at school.

- Reasonable grounds includes illness, infectious disease or a reason acceptable to the principal
- Unreasonable grounds for absence may include student's birthday, staying home with sick sibling or parent, weather conditions and other such occurrences.
- Parents seeking extended leave for their child must submit an application to the principal.
- Should the application not be approved any absence will be treated as an unapproved absence in keeping with the school attendance policy.

## Details of requested leave

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

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

**Leave Period Start:** \_\_\_\_\_ **Leave Period End:** \_\_\_\_\_

**Total amount of school days:** \_\_\_\_\_

**Reason:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office use

Approved/ Unapproved: \_\_\_\_\_

Date entered: \_\_\_\_\_

Classroom teacher informed: \_\_\_\_\_

Principal Authorisation: \_\_\_\_\_