

APPLICATION FOR EXTENDED STUDENT ABSENCE

Dear Parents/Carers,

As stated in the School Education Act 1999, it is expected all students attend school each day that it is open for instruction unless unwell and/or physically incapable of attending.

The Act also states parents need to obtain permission from the Principal for their child/children to have a leave of absence from school for an extended holiday or for any other reason than health related.

Parents are asked to use this form to request an absence from school to participate in a holiday or other activities. This form should be submitted at least one month prior to the requested departure from school, except in extenuating circumstances.

Please note –

- It is the responsibility of parents to ensure they have informed their child's class teacher of the absence.
- We recommend the following educational opportunities for your child/ren. Daily reading, writing journal, research project on the holiday destination, diary with photos ,drawings, sketches and student writing, real life educational experiences such as maps, history, languages, science according to your destination.
- Missed assessments and absence from the class teaching program may have a detrimental effect on a child's academic progress and learning which may result in a lower than expected grade.

Student First Name	Student Surname	Class Teacher	Year Level

I would like to request an extended leave of absence from class at **Aspiri Primary School** for a total of _____ days.

Dates From ____/____/____ **Return to school** ____/____/____

Please state the reason for this application:

Please sign and submit this form to the front office

Parents Signature: _____ Date: _____

Parents email address: _____ Phone number: _____

OFFICE USE ONLY

The absence is **authorised** and is recorded as a 'V' Lesson Attendance

The absence is **not authorised** and recorded as a 'K' Email Teacher/Parent

Principal (or Representative) _____ Date ____/____/____