

APPLICATION for EXTENDED STUDENT ABSENCE

Parents are strongly discouraged from applying for extended student absence during Term time. Opportunities for holidays exist through the 13 weeks of scheduled school holiday time. If absent during term time, students miss out on valuable learning experiences and possibly assessments. Teachers are not expected to prepare extra work for these students. However, outlines of learning programmes and assessments are provided in the subject information, distributed by the Learning Areas. Separate forms for each child must be completed.

Parents may exercise their prerogative to remove their child temporarily from school provided this does not breach the provisions of the Education Act. However, parents and students must also recognise the impact that this is likely to have on a student's assessments and grades. The Principal will review the information provided (including supporting documentation – see below) and consider whether the absence is **Approved** or **Not Approved**. In the case of a student absence that is **Not Approved** it will be deemed as non-completion or non-submission of any assessment tasks scheduled during this time of absence in accordance with the College Assessment Policy, located on the College website.

Student Name: _____ Homeroom: _____ Year: _____

Proposed dates of absence: _____ to _____

Reason for Application for Student Absence:

If seeking permission for an APPROVED absence, parents need to **ATTACH** supporting documentation to this form. For example:

- A letter from the relevant organisation for representation in State or National sporting teams
- Funeral notice, wedding invitation or medical assessment etc for overseas/interstate family commitments

I am aware that if an absence is **Not Approved** then missed assessments will be recorded as contributing zero marks towards a student's overall grades.

Parent Name: _____ Parent Signature: _____

(Please Print)

Date: _____

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OFFICE USE ONLY

Sighted/Signed by the Principal: _____ Date: _____

Approved: Yes No

