



## Application for Extended Leave

This form should be completed at least **three weeks in advance** of the scheduled leave date and returned to the school.

**(Extended absence is classified as 5 or more school days)**

Student ID	Student name	Year Level

Leave starting Date: \_\_\_/\_\_\_/\_\_\_

Recommencing School Date: \_\_\_/\_\_\_/\_\_\_

Reason for student(s) leave: \_\_\_\_\_

Contact details during leave: Phone: \_\_\_\_\_ email: \_\_\_\_\_

### **Parent/guardian declaration and signature**

As the parent/caregiver and applicant for the above-mentioned student/s, I hereby apply for *Extended Leave* and understand my child/children will be granted a period of extended leave upon acceptance by the principal of the reason provided.

***I understand that if the application is accepted:***

- I am responsible for the supervision of the student during the period of extended leave.
- the accepted period of extended leave is limited to the period indicated.
- the accepted period of extended leave is subject to the conditions outlined in the *Extended Leave* approval correspondence.
- the period of extended leave will count towards my child's/children's absences from school.
- if the student returns to the college after leave period has expired, then he/she may be de-registered.

***By completing the form below, you understand that:***

- You need to collect all the relevant resources from the respective teacher.
- Your child may be required to complete catchup work upon return in order to demonstrate a standard, outcome or gain foundation understanding.
- Reports may reflect that your child has not demonstrated particular standards or outcomes.
- Extended absences may put a students' ability to successfully complete a year level at risk.
- For senior years, days absent may contribute towards a non-satisfactory result in an outcome.

I declare that the information provided in this application for *Extended Leave* is, to the best of my knowledge and belief; accurate and complete.

\_\_\_\_\_  
**Signature of parent/s (guardians)**

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

For office use only	
Family Code:	Leave approved: Yes    No
Resources collected from the Teachers: Yes    No	Fee amount in advance:
Principal signature:	