



LEAVE REQUEST (LEAVE UP TO & INCLUDING 10 DAYS)

Since the beginning of 2015, family holidays and travel are no longer considered under the *Exemption from School Procedures*. Travel outside of vacation periods is now counted as an absence for statistical purposes. This form is to be completed and returned to the School Office for approval by the Principal **PRIOR** to taking leave.

Student's Name: Year: Pastoral Class:

Date of Leave: From to (inclusive)

Number of school days absent:

Reason for leave during the school term:

- I understand that taking leave during the school term is not encouraged by the College, Sydney Catholic Schools nor the NSW Department of Education. I understand it is my responsibility as a parent/guardian to ensure that my child attends school every day.
- I understand that the Principal will approve the leave only if he feels that it is in the child's best interests.
- I understand that if there is an assessment task that is due for submission during this period of leave, it is my child's responsibility to discuss this absence with his/her classroom teacher. He/she should submit any due task **PRIOR** to leaving or have organised an extension with his/her teacher prior to the leave. The form below should be signed by the KLA Coordinator of each subject regardless, if a task is due during the period of absence.
- I understand that my child should also consult with the Learning & Curriculum Coordinator **PRIOR** to leaving, if any exams are scheduled to take place during the period of absence.

Any student who does not have approval for leave and misses an assessment task (including an exam) will receive a zero mark.

THE SECTION BELOW IS COMPULSORY AND MUST BE COMPLETED FOR EACH SUBJECT.

SUBJECT	ASSESSMENT TASK (if applicable)	REVISED DUE DATE (if applicable)	KLA COORDINATOR (Signature)
English			
Mathematics			
Religion			
Subject 1			
Subject 2			
Subject 3			
Subject 4			
Subject 5			
Subject 6			

Parent/Guardian Signature:

Date submitted:

- Application for Leave Approved
 Application for Leave NOT Approved

Principal:

Date:

A school that prepares for life

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