



STUDENT LEAVE APPLICATION

This form is to be used for families who are planning on engaging in activities involving absence from school. Please note, leave application processes are mandated by our governing body.

This form must be completed and submitted to the Coordinator of your child's sector as soon as the absence is known.

If the absence is approved, the following actions apply:

- For examinations – the student will complete a comparable examination or be graded on formative assessments, drafts or class tasks.
- For non-examinations – students will submit/present the assessment on or before the due date.
- Any class tasks are to be accessed online by the student (Teams). Staff will not be setting individual programs for students in their absence.

Student Name: _____ **Year Level:** _____

Leave Details:

Application is made for _____ days leave from ____/____/20 to ____/____/20 inclusive.

Type of Leave:

Please give a brief description of your reason for applying for leave: _____

Parent / Guardian applying for leave: _____
(Insert name)

Parent /Guardian signature: _____ Date: ____/____/20

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OFFICE USE ONLY

Approved Not Approved

Revised dates: _____ days leave from ____/____/20 to ____/____/20 inclusive

Coordinator Signature: _____ Date: ____/____/20

Copy provided to student Copy to subject teacher/s Copy on student file