



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 College Principal 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.
- It is the student's responsibility to contact subject teachers to discuss work and assessments during the period of absence; this needs to be done prior to submission for approval (see over page).

Student Name: _____

Year Level: _____

Is the student in a Sporting Academy Program: Yes No

Sport: Dance Football Basketball Netball

Leave Details:

Application is made for _____ days leave from ____/____/____ to ____/____/____ 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: ____/____/____

OFFICE USE ONLY

Approved

Not Approved

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

Principal Signature: _____ Date: ____/____/____

Copy provided to student

Copy to subject teacher/s

Copy on student file

Copy to coaching staff

