



STUDENT ABSENCE REQUEST FORM

IMPORTANT NOTE

AFTER COMPLETING THIS FORM PLEASE SUBMIT IT TO THE YEAR LEVEL COORDINATOR. ONCE AUTHORISED, YOU WILL RECEIVE A COPY OF THIS FORM, WHICH YOU MUST KEEP FOR FUTURE REFERENCE.

CONDITIONS OF LEAVE

1. Granting approval for leave is only at the discretion of the principal, who has the authority to exercise the minister's delegation under Section 25 of the education act;
2. Leave will be granted based on extenuating circumstances only. Family holidays, consecutive patterns are not considered in this case.
3. Students will be excused for up to 10 school days for year 11-12 and 25 school days for year 7-10 in one academic year.
4. Year 7-10 students will receive a 'N/A' mark for the assessment tasks scheduled on the first 25 school days of their absence;
Year 7-10 students will receive 'zero' mark for missing any assessment task scheduled after the approved 25 days leave;
Year 11-12 students should not miss any exam. Students will receive 'zero' mark for every assessment task missed.
5. Students may be tested on their return to school to assess their ability to move up to the next grade.
6. Students must be encouraged to complete work during their absence, as guided by the class teacher. It is strongly recommended that during their absence, students must remain in an approved learning program as designed by their subject teachers.
7. Parents should be aware that leave exceeding 5 weeks within the whole year may adversely affect the child's progress and their marks. Therefore, we expect that parents try to organise overseas trips around the school holiday period in order to minimise disruption to their child's education.
8. Please attach your flight itinerary for your trip.

STUDENTS' DETAILS

Student Name _____	Current Class _____
Student Name _____	Current Class _____
Student Name _____	Current Class _____
Last day at school ----/--/--	First day at school ----/--/--
Number of School Days Requested: _____	

REASON FOR LONG TERM ABSENCE

PARENT'S DETAILS

Parent's Name _____
Mobile Phone _____ Work Phone _____

PARENTS/GUARDIANS

----/--/--

CONFIRMATION BY PRINCIPAL

APPROVED DISAPPROVED

Reason for Disapproval _____

PRINCIPAL

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