



STUDENT LEAVE OF ABSENCE NOTIFICATION

It is understood that no families intend to cause any disruption to their child's learning or school life when extra holidays are planned. The purpose of this letter is to provide some information for families so the School's position can be considered.

It is important that families consider the following issues when arranging holidays to be taken outside of school holiday times:

- Students may miss out on important learning programs that may affect future education. The school cannot accept responsibility for learning that is missed during extended leave taken.
- Teachers are not to be asked to set work while extended leave is taken for holiday purposes.
- If important assessments are missed, then some areas of your child's report may be left incomplete.
- Extended absences cause extra organisational concerns for in-class and co-curricular activities, including sports days, NAPLAN assessments, assemblies, camps, Sacramental programs and so forth. Your child's involvement in these activities cannot be guaranteed if essential preparation has not been undertaken or they are absent when activities are planned.
- Although every effort is made to set a school calendar of events, due to exceptional circumstances, these dates may need to be changed during a school year.
- Students can find it difficult to learn school routines and develop social groups, depending when extended leave is taken.

Parents need to be aware of the "Attendance" requirements of the School Education Act 1999 (Section 23) for students of compulsory school age. It is important that this Student Leave of Absence Notification Form (see over) be completed and returned to the school office, prior to the student's absence.

Thank you for your co-operation in this matter.

Pina Hutcheson
PRINCIPAL

STUDENT(S) LEAVE OF ABSENCE NOTIFICATION FORM

(Parent/Guardian to complete and return to Class Teacher)

Student's Name	Class	Teacher's Signature

Parents' Name	Parents' Address

Destination and Reason for Absenteeism
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Dates **Absent** from School _____ TO _____

Date **Returning** to School _____ No. of Days Absent _____

School Fees: Paid Up to Date? YES NO
 If NO, Payment Plan in place? YES NO N/A

Parent's Signature _____ / /

OFFICE USE ONLY

Advised SEQTA/Teacher by email _____ / /

Finance Officer _____ / /

Principal _____ / /

- Form to be signed by Parent, Teacher, Finance Officer, Principal.
- Signed form in file in front office.