



# APPLICATION FOR EXTENDED STUDENT LEAVE

## Context

All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent. Parents have a responsibility to ensure the attendance of their children at school.

- Reasonable grounds include illness, injury, infectious disease or reason acceptable to the principal.
- Unreasonable grounds for absence may include the student's birthday, staying home with sick sibling or parent, weather conditions and other such occurrences.
- Parents seeking extended leave for their child must submit an application to the principal. Should the application not be approved any absence will be treated as an unapproved absence in keeping with the school attendance policy.

## Details of requested leave

Student name: \_\_\_\_\_

Year level: \_\_\_\_\_

Leave period: \_\_\_\_\_

Supporting details:

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## Office use

Approved/unapproved: \_\_\_\_\_

Date entered into SAS: \_\_\_\_\_

Classroom teacher informed: \_\_\_\_\_

Principal's authorization: \_\_\_\_\_