

**EXTENDED LEAVE APPLICATION FORM**



Parents wishing to take their child out of school for any non-school related reason for more than three days must apply in writing to the Principal. The request form is attached and must be signed and dated by the student’s parent or guardian. Request forms are also available on the school website or from the Administration Office.

Once permission has been granted, your child’s absence will show on our attendance records as being notified and unjustified.

Approval of long term leave of over 20 consecutive school days without the student being removed from the school roll is at the discretion of the Principal.

**EXTENDED LEAVE APPLICATION FORM** (applies to three or more days)

This form must be received by the school a week prior to the requested dates.

Student’s Name: ..... Guardian Group: .....

Leave Application date/s: .....

Reason for Leave Application: .....

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Parent/Guardian Name: .....

Parent/Guardian Signature: .....

Email Address: ..... Phone No: .....

**Internal Use Only Permission:**

Granted: ..... Y / N..... Date: .....

Name: ..... Signature: .....