

EXTENDED LEAVE APPLICATION FORM



Ellerslie School
EST 1877

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.

It is a Ministry of Education requirement that any child who is absent from school for 20 consecutive school days or more will be removed from the school roll, and you will be required to re-enrol them upon their return to school.

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:

Parent/Guardian Name:

Parent/Guardian Signature:

Email Address:

Phone No:

Internal Use Only Permission:

Granted:Y / N.....

Date:

Name:

Signature: