

Leave of Absence Request Form

Student 1's Name	Room No.	Teacher
Student 2's Name	Room No.	Teacher
Student 3's Name	Room No.	Teacher

First day of absence:	Expected return to school date	Total number of school days child will be absent:

Reason for Absence:

Parent/Guardian Name (Mr/Mrs/Ms/Miss/Dr)	Parent/Guardian Signature
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Phone Number	Email Address
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Address

Any previous leave request over the past 6 years:

OFFICE USE ONLY

Principals Discretion Signature	Justified	Unjustified *	Percentage of Attendance
<p>Date:</p> <p><input type="checkbox"/> Leave approved</p> <p><input type="checkbox"/> Leave not approved</p> <p><i>If your leave request is not approved it is ultimately parents' choice if they take their children out of school during term time. Please note that any absence approved or not will still alter your child's attendance rate for the year and this is recorded on their formal, mid and end-year reports.</i></p>			

Principals Comments:

- If a student has three days of 'unjustified' absence in the course of a school term, the Office will phone or send a note home. If a student has a fourth day of 'unjustified' absence in the course of a school term, the AP will contact the parents by letter or phone call.
- If a student is referred to the AP for unjustified absences in two consecutive school terms, the AP will consult with the Principal and then refer the matter to the **Attendance Services**. The maximum number of weeks a student can be overseas is 15 weeks, they will then be removed from the school roll.

* Please note more than 5 days in most cases is an unjustified absence.