

DUNSBOROUGH PRIMARY SCHOOL



APPLICATION FOR A STUDENT TO BE ABSENT FROM SCHOOL FOR AN EXTENDED PERIOD (WHICH IS NOT HEALTH RELATED)

Dear Parents

As stated in the School Education Act 1999, it is expected all students should attend school for each day that it is open for instruction unless unwell and/or physically incapable of attending.

The Act also states parents need to obtain permission from the Principal for their child/children to have a leave of absence from school for an extended holiday or for any other reason other than health related.

Parents are asked to please use this form to request an absence for your child/children from school to participate in a holiday or other activities. This form should be submitted for approval at least one month prior to the requested departure from school (except in extenuating circumstances). Please note

- It is the responsibility of parents to ensure they have informed their child's class teacher of the absence. It is not the responsibility of staff members to provide any lesson materials for students taking an extended holiday/period of leave, We recommend students continue with their reading and keep a journal. Missed assessments and absence from the class teaching programme may have a detrimental effect on a child's academic progress and learning which may result in a lower than expected report grade.

Form fields for student details (First Name, Surname, Room, Class Teacher), leave dates (Commencing, Returning), reason for absence, and parent signature/submit instructions.

Form sections for FORM TEACHER (signature, concern/teacher approved) and PRINCIPAL (notification level, signature).

Application received on: _____