



## STUDENT EXTENDED ABSENCE REQUEST FORM

### Important Information for Parent/Guardian

- As part of the College's Attendance Policy, the extended absences can only be approved for a maximum of **two school weeks**. The two school weeks must be taken from the beginning of a school term. It is strongly recommended that families use the school breaks to increase the number of days needed for their travel.
- The Extended Request Form must be filled out should the student be absent from the College for any reason for three consecutive days or more.
- The Extended Request Form must be handed in to the admin office at least four weeks prior to the leave request.
- Copies of all relevant travel documentation must be attached to this application.
- The school fees are continued to be paid during the students' extended absence.
- I understand that the period of extended leave will count towards my child's absences from school.
- All extended absence requests are subject to the principal's approval.
- Failure to follow the procedures outlined above may result in the termination of enrolment

1. Student Name: \_\_\_\_\_ Class/Year: \_\_\_\_\_

Reason for long term absence:

\_\_\_\_\_

Total number of school days requested: \_\_\_\_\_

Date of last day at school: \_\_\_\_\_ Date of first day back at school: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

Overseas Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Application: \_\_\_\_\_

*Please submit this form to the admin office to finalise the request*

2. Coordinator's Approval:  Primary  Secondary Name: \_\_\_\_\_

Approved dates: \_\_\_\_\_

Non-Approved dates: \_\_\_\_\_

Reason for Non-Approved dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

3. Principal's Approval:  Approved  Not Approved

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Office Use Only

Date form received by the office: \_\_\_\_\_

After completion of approvals, the office needs to:

Staff Name: \_\_\_\_\_

- provide a copy of this form to the parent/guardian.
- inform relevant staff members