



**APPLICATION FOR LEAVE DURING TERM
TO BE SUBMITTED TO THE SCHOOL PRINCIPAL
AT LEAST 2 WEEKS PRIOR TO DEPARTURE**

Students enjoy more than 10 weeks holidays each year and therefore we do not encourage students to miss school unless there are extraordinary circumstances. We also acknowledge that there are occasions when family circumstances prevent attendance. These considerations must be taken into account when arranging holidays.

Please complete this form if your child is going to be absent for **more than 3 school days**.

STUDENT/S:

_____	Year Level _____	Class _____
_____	Year Level _____	Class _____
_____	Year Level _____	Class _____
_____	Year Level _____	Class _____
_____	Year Level _____	Class _____

I/We request permission for students listed above to be absent from school for the following period:

Dates Absent: _____ to _____ (inclusive)

REASON FOR ABSENCE:

PLEASE NOTE, IF TRAVELLING INTERSTATE OR OVERSEAS PLEASE INDICATE DESTINATION.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

For Office Use Only:

APPROVED

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NOT APPROVED

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Principal Signature: _____