



This form is to be completed by the parent / guardian / designated responsible adult when advanced permission is being requested for a student to be absent from school.

Notes: This form is to be completed for each student requesting a Leave of Absence and is to be handed in (in normal circumstances) to the appropriate Vice Principal at least 21 school days in advance of the Leave of absence.

The Form with the School Decision will be available for collection 3 working days after it has been submitted.

Student details:

Full name:

Date of birth:

Nickname (if any): Class / Form:

Parent/carer details:

Full name:

Relationship to student:

E-mail:

Mobile:

Details

Please state the reason for taking your child out of school:

.....

Length of absence (number of school days):

From (Date): To (Date):

Parent/carer signature:

(This has to be signature of a responsible adult who lives with the student and / or has day-to-day care of the student)

FOR OFFICIAL USE

- Permission is granted for this Leave of Absence
- Permission is NOT granted for this Leave of Absence

Vice Principal's signature:

Checklist (for school use)

- Class teacher/ form tutor informed
- Year Team Leader informed
- iSAMS data manager informed

Explanation for decision:

.....