

APPLICATION FOR A STUDENT TO BE ABSENT FROM SCHOOL FOR AN EXTENDED PERIOD.

Dear Parents

Please complete this form if you are wanting to request an absence from school to participate in a holiday or other activities.

This form needs to be submitted one month prior to leave date, and a meeting with the Principal is required to discuss the absence request.

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

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

Please note it is the Parent responsibility to inform their classroom teacher of the absence.

| Students First Name | Surname | Class Teacher | LA & Year Level |
|---------------------|---------|---------------|-----------------|
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| I am requesting a total of _____ school days leave from BPPS. | | | |
| Commencing Leave on: | Day: | Date: | Year: |
| Returning to School on: | Day: | Date: | Year: |

Please state the reason for this application: _____

If traveling overseas name the country travelling to: _____

Please return this form to the office signed and an appointment will be made.

Parent Signature: _____ Date: _____

Parent email address: _____ Phone: _____

*****OFFICE USE ONLY*****

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|---|--------------------------|---|--------------------------|
| This absence is authorised and is recorded as a 'V' | <input type="checkbox"/> | This absence is unauthorised and is recorded as a 'K' | <input type="checkbox"/> |
|---|--------------------------|---|--------------------------|

Principal: _____ Date: _____

