

Long-term Leave Application Form (5 days or more)

Important Information

- The Request for Leave Application must be completed AND approved by the Principal prior to using this form AND **at least two weeks before the first day of leave**
- Prior to any Class Teacher or Head Teacher completing this form, a student **MUST**:
 - Attach a copy of the **approved** Request for Leave Application; and,
 - Complete Section A in full
- Class Teachers are to complete Section B indicating work to be completed, to then be endorsed by the relevant Faculty Head Teachers
- Assessment Tasks must be discussed with the relevant Head Teacher **at least two weeks prior to leaving**; otherwise, late penalties may apply.

Section A *(To be completed by the student)*

Student Name: _____ Year: _____

First Day of Leave: Day: _____ Date: _____

Return to School: Day: _____ Date: _____

Number of School Days Absent: _____

Reason for Leave: _____

Section B *(OFFICIAL USE ONLY: To be completed by the relevant Class Teachers and Faculty Head Teachers)*

Course	Task/s to be completed	Teacher signature	Head Teacher signature

Stage Head Teacher signature: _____ Date: _____

Original to student file; copy to: Parent, Student, Stage Head Teacher