

# NOTIFICATION THAT YOUR CHILD WILL BE ABSENT FROM SCHOOL FOR AN EXTENDED PERIOD

Attending school every day is important to ensure your child progresses in their learning.

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.

Student absences for family holidays are not considered reasonable excuses for being away from school. If this can't be avoided and your child will be away for more than three days, please complete the details below.

Student's First Name	Surname	Class Teacher / Room

<b>Commencing Leave on:</b>	<b>Day:</b>	<b>Date:</b>
<b>Returning to School on:</b>	<b>Day:</b>	<b>Date:</b>
<b>Total number of school days missed:</b>		

### Reason for absence

If travelling overseas, what is the country the student is travelling to? \_\_\_\_\_

<b>Name of parent making application:</b>	
<b>Parent email address:</b>	
<b>Parent signature (name if emailed):</b>	
<b>Date of application:</b>	

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

This absence is authorised and is recorded as a 'V'		This absence is unauthorised and is recorded as a 'K'	
---	--	---	--

Principal: \_\_\_\_\_ Date: \_\_\_\_\_