



## Application for Extended Leave

**NOTE: PART A and B are completed by the student's parent/guardian and submitted to the College.**

### PART A - STUDENT DETAILS

Please complete the table below with details of all students associated with the period of leave:

| Surname | First Name | Date of Birth | Year Level |
|---------|------------|---------------|------------|
|         |            |               |            |
|         |            |               |            |
|         |            |               |            |
|         |            |               |            |

Dates of leave: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Total number of school days absent: \_\_\_\_\_

Reason for leave: \_\_\_\_\_

### PART B - PARENT ACKNOWLEDGEMENT

By signing as the parent or legal guardian of the student(s) named above, I agree to and acknowledge the following conditions:

- I assume full responsibility for overseeing and supervising the student(s) throughout the duration of their extended leave.
- The approved extended leave applies exclusively to the dates specified in this application.
- All days taken during this extended leave will be recorded against the student(s) official school attendance record.
- I acknowledge that removing the student(s) from regular school attendance may adversely impact their academic performance in both the short and long term.
- I understand that proceeding with leave against the school's recommendation could disrupt the student's educational progress, potentially leading to subject failure or 'N' grade outcomes in VCE.
- I confirm that the details provided within this application form are accurate and complete to the best of my knowledge.

Name of Parent/Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**NOTE: PART C is completed by either the Principal or the appropriate Head of School. Following this, a copy of this document will be issued to the parent/guardian.**

## **PART C - SCHOOL RECOMMENDATION**

Taking into account the information provided, alongside the student's current academic standing, attendance history, and personal circumstances, the school advises as follows:

- ☐ **GRANTED** - Approval is granted for the requested extended leave period. Student(s) should keep up with their coursework via SEQTA Learn or any regular materials provided by their teacher(s) during their absence. The College only provides alternate learning resources for medical emergencies, not family events or holidays.
- ☐ **NOT RECOMMENDED** - The College has concerns about the impact of this leave on the student(s) learning and development and does not recommend taking the extended leave. The grounds for this are outlined below:

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- ☐ **NOT GRANTED** - The College does not support this application for extended leave. The grounds for this recommendation are outlined below:

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Staff Name: \_\_\_\_\_ Role: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_