



## Our Lady of the Sacred Heart College Kensington

### Application for Leave – (Including travel) (Leave for less than 10 days)

Form  
A.0

Information: From the beginning of 2015, family holidays and travel are no longer considered under the *Exemption from School-Procedures*. Travel outside of vacation period is now counted as an absence for statistical purposes.

#### STUDENT DETAILS

Surname:

Given Name:

Date Application Received:

#### PARENT/GUARDIAN DETAILS

Surname:

Given Name:

Relationship to Student:

Email address:

*Correspondence in response to this request for leave will be sent to your nominated email address.*

#### APPLICATION FOR LEAVE

Dates of leave applied for: from        /        /        to        /        /

Number of school days:

Reason for Application for Leave (please tick relevant box)

Exceptional domestic circumstances

Other exceptional circumstances

**Please provide details about the reason for the Application for Leave**

#### Missed Assessments

Date	Subject	Nature of Task (IC - in class/HI - hand in)	Teacher

#### IMPORTANT INFORMATION

##### SUBMISSION OF FORM

A request for leave should be submitted to the Curriculum Secretary at least 2 weeks in advance of the proposed leave, except in \*exceptional circumstances.

##### ASSESSMENT TASKS

When the proposed leave coincides with assessment task(s) the applicant must adhere to the College Assessment Policy.

##### EXPECTATIONS

As outlined in the College Enrolment Form – punctuality and regular attendance at the College and all lessons are essential. Attendance at times prescribed by the College is expected.

##### PROCEDURE FOR DECISION

A review of a student's attendance record, participation in College events, progress in their studies, and fee account status (where leave for a holiday is involved), will be undertaken by the Principal prior to any decision on the application for leave request.

\* At the discretion of the Principal.

**DECLARATION/SIGNATURE**

As the parent/guardian of the above mentioned student, I hereby apply for leave, under the Education Act 1990.

I understand that, if the leave is granted:

- I am responsible for the supervision of the student during the period of leave;
- the leave is limited to the period indicated;
- the leave may be cancelled at any time.

I declare that the information provided in this Application for Leave is, to the best of my knowledge and belief, accurate and complete. I recognise that, should statements in this Application later prove to be false or misleading, any decision made as a result of this Application may be reversed.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please return the completed form to Student Services.**

**Once your application has been considered a response will be sent via email.**

**OFFICE USE ONLY:****Leader of Pastoral Care**

Leave recommended YES  NO

Comment:

**Leader of Learning - Curriculum**

Leave recommended YES  NO

Comment:

**Principal's Secretary**

Attendance History & School Fee Account Checked

**College Principal**

Leave Approved YES  NO

Comment:

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