



NOTIFICATION OF EXTENDED LEAVE

INSTRUCTIONS

- **STUDENT** – complete Page 1
 - If you will be absent from school for 3 days or more
 - Consult your teachers at least 2-3 weeks before you leave
 - Attach additional information &/or documentation as required.

EXTENDED LEAVE DETAILS – Completed by **STUDENT**

Student's Name _____ Year _____ Tutor and Teacher _____

Dates of absence _____ Last day @ School _____ 1st day back @ school _____

Reason for Extended Leave (Please provide documentation)

STUDENT / PARENT/ CARER to complete:	
<input type="checkbox"/> Medical reasons (Physical)	Representative Commitment <input type="checkbox"/> Sporting <input type="checkbox"/> Academic <input type="checkbox"/> Cultural <input type="checkbox"/> Spiritual
<input type="checkbox"/> Personal (Social / Emotional)	<input type="checkbox"/> Other

Please provide details of absence:

What will I do to catch up on missed work during my absence?

STUDENT Signature _____ Application Date _____

PARENT/CARER Signature _____ DOC Signature _____

Curriculum Work (Submit completed form to the Director of Campus at least 2 weeks before departure)

SUBJECT	CLASSROOM TEACHER	WORK TO BE COMPLETED	WORK SUPPLIED OR LOCATED	DATE AND SIGNATURE

Assessment Due during Leave? (eg Submit on or before due date, comparable, complete on return)

Subject	Task	Due Date	Notes

EMAIL OR COPY TO:

Student Reception - for loading into TASS Notes (Year 7 – 12)

Student Reception email to:

- Tutor
- Subject Teachers
- Head of Year
- Head of Academic Performance
- Director of Campus
- APC (Year 11 & 12 Only)