



STUDENT ON LONG /OVERSEAS LEAVE

Note: One form per family

SECTION A: Parents to complete this section

Daytime phone number:

Address:

Last Day at School:

Date Returning to School:

Full Name of student/s	Class (e.g.: Year 4A)	Year level Teacher

Reasons for the long leave:
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Does your child/ren catch the school bus (please tick): Yes No

I understand and accept;

- That the college advises parents to arrange their long/overseas leave during the college term breaks. The college discourages any leave during school terms as missing school can have a major impact on student’s education.
- That parent’s must provide at least 2 weeks’ notice to the college of the intended leave.
- That all college items will need to be returned to the college prior to the intended leave, e.g.: library books and readers.
- That homework will not be provided for the duration of the intended leave.
- Payment of all outstanding fees will be paid in full prior to the intended leave.

Name of person completing the form:

Signature: Date:

SECTION B: Action Taken by the College

Comments:

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Name of Principal or delegate:

Signature: Date:

SECTION C: Staff to complete this section

If leave has not been approved, has the parents/guardians been advised of the decision?

Yes N/A

Department	Informed (Yes or No)	Date informed	Comments
Year level Teacher			
Year Level Head of Faculty			
Specialist Head of Faculty			
Library Ensure all library books/resources have been returned.			
Bursar/Accounts Ensure all outstanding fees have been received.			
	Name	Signature	Comments
Administrative <ul style="list-style-type: none"> Ensure student leave has been entered on the system. Ensure all relevant staff members have been informed. 			