



STUDENT ON LONG / OVERSEAS LEAVE

Note: One Form per Family

SECTION A: Parents to Complete

Full Name of Student/s	Homeroom Class

Parent's Daytime Phone Number:

Address:

Last Day at School:

Date Returning to School:

Total Number of School Days Absent (Admin to Complete):

Reason 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 a student's education.
- That parents must provide at least 2 weeks' notice to the college of the intended leave.
- That no travel arrangements will be made prior to the approval of leave by the College.
- That all ICOM 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.

Name of Person Completing the Form:

Signature: Date:

SECTION B: Action Taken by the College

DoSS / HOF / SSC Comments:			
Name of DoSS/HOF/SSC:			
Signature:		Date:	

SECTION C: Attendance Officer to Complete

Previous Leave Taken:

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Department	Relevant Staff Member/s	Date Informed	Comments
Class/Home Room Teacher/s			
Student Service Coordinator (Secondary)			
Head of Faculty (Primary)			
PEC / SEC			
Library			

Entered on Seqta:		Entered on Attendance Calendar:		Entered on Spreadsheet:	
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Leave Processed & Completed by:

Signature: **Date:**