



## Special Leave Application Form

**Special Leave** is defined as:

A period of more than one day for which a student has a significant reason for wishing to be absent from school. It is applied for as far in advance of the required date as possible. Special Leave is usually granted for a school endorsed activity such as a sporting or cultural event requiring time away from school. In such cases, if an assessment is missed, teachers will endeavour to provide other assessment opportunities where practicable.

***Please note: If the leave request is for a family holiday or similar reason of the student's volition, no extensions or other compensation can be made for missed assessments. Please refer to the school's assessment policy for information.***

This application form provides the school with the information on which to base a decision to grant or decline the request for leave. It is the student's responsibility to speak to her teachers in advance of the leave, and to catch up missed work on her return.

The student and her parents will be advised if any of her assessments will be affected by her absence.

### Details of Request for Special Leave

<b>Student name</b>	
<b>Tutor Group</b>	
<b>Boarder (Yes/No)</b>	
<b>First Day of Absence</b>	
<b>Last Day of Absence</b>	
<b>Reasons for Leave Request</b>	
<b>Date of Application</b>	
<b>Student Signature</b>	
<b>Parent/Caregiver Signature</b>	

***Please discuss the planned leave with your subject teachers and get them to fill in the table on page 2 of this application.***

Please return the completed form to your Dean.

### Subjects and teachers

Subject	Teacher	Teacher comment <i>e.g. assessments or special activities which will be missed during the leave period</i>	Teacher signature

**DEAN:** Please make sure that the student, her parents/ caregivers, the classroom teachers, tutor, attendance administrator, and boarding house (if applicable) are advised of this leave.