



Special Leave Application Form

Special Leave is defined as:

A period of **more than one day up to five days** 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. Students will be directed to specific learning activities available.

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 on how to classify the leave. It is the student's responsibility to speak to her teachers in advance of the leave, and to catch up on missed learning 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

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

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

Student, please return the completed form to your Dean.

Subject	Teacher	Teacher comment Please provide detail on the following; <ul style="list-style-type: none"> assessments or special activities which will be missed during the leave period Specific learning tasks to complete. Details of where learning activities/resources can be found 	Teacher signature
Tutor			

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.