



APPLICATION TO BE ABSENT FROM SCHOOL FOR A NON-HEALTH RELATED ABSENCE (EXTENDED PERIOD)

Dear Parents/Carers

As stated in the School Education Act 1999, it is expected all students should attend school for each day that it is open for instruction unless unwell and/or physically incapable of attending.

The Act also states parents need to obtain permission from the Principal for their child/children to have a leave of absence from school for an extended holiday or for any other reason other than health related.

Parents are asked to please use this form to request an absence for your child/children from school to participate in a holiday or other activities. This form should be submitted for approval as early as possible prior to the requested absence. Once lodged with the front office, an appointment will be arranged to meet with the Principal to discuss the absence. Email address: Castletown.ps@education.wa.edu.au

Please note

- It is the responsibility of parents to ensure they have informed their child's class teacher of the absence. It is not the responsibility of staff members to provide schoolwork for students taking an extended holiday/period of leave, we recommend students continue with their reading and keep a journal.
- Missed assessments and absence from the class teaching program may have a detrimental effect on a child's academic progress and learning which may result in a lower than expected report grade.

Student Name: _____ Room No: _____ Year: _____

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I would like to request an extended leave of absence from classes at Castletown Primary School for a total of days on the following days and dates: -

Commencing Leave on: Date _____

Returning to School on: Date _____

Please state the reason for this application and why this absence MUST take place during school term and not school holidays:

Parent Signature: _____ Parent Name: _____

Date: _____ Email: _____ Phone: _____

Please attach any supporting documentation regarding the proposed absence (e.g. letter from your sports club if the absence is for a sporting commitment).

Office Use: Approved Declined Signed: _____ Date: _____

Name/Principal: _____

REASON IF DECLINED: _____