



**Primary School**  
**Notification of Extended Leave from class**

Dear Junior School Parents/Guardians and Students

As stated in the School Education Act 1999, it is expected that students attend school for each day that it is open for instruction.

School Education Act 1999 [http://www.des.wa.gov.au/files/pdf/school\\_education\\_act\\_1999.pdf](http://www.des.wa.gov.au/files/pdf/school_education_act_1999.pdf)

23. Attendance

(1) A student must on the days on which the school is open for instruction —

(a) either —

(i) attend the school at which he or she is enrolled; or

(ii) otherwise participate in an educational programme of the school whether at the school or elsewhere, as required by the principal.

Whereby a student and their family request that a leave of absence (a time period of three or more school days) be acknowledged by the College, a letter requesting leave, must be submitted to the College Principal. Compassionate leave may be accepted at the Principal discretion. The Extended Leave form must be completed and signed by each teacher. Absences will be recorded.

As Parents / Guardians please be aware of the following should there be a 'leave of absence';

I/we (Parent / Guardian) am fully aware of the implications of the requested leave of absence, including;

- Where a student is absent for an assessment or test, grading will not be awarded, unless a medical certificate is provided.
- Extended leave may have an impact on the student's academic achievement.
- It is the responsibility of students/families to ensure that they have maintained the integrity for learning whilst absent from regular classes, (Homework, project work). It is **not the responsibility** of staff members to provide 'catch up sessions' or 'extra work' for students taking extended holidays.
- Extended Leave may result in lost opportunities for any student for in-class and co-curricular activities and Sacramental programs. Your child's involvement in these activities cannot be guaranteed if essential preparation has not been undertaken or they are absent when activities are planned.



**Junior School - Notification of Extended Leave from Class**

Prior to completing form, has the College Principal been advised?

Student/s Name/s:

\_\_\_\_\_

Year/s & Class/es:

\_\_\_\_\_

**Details of Extended Leave:**

Last Day of School:

\_\_\_\_\_

Total Number of Days Absent:

\_\_\_\_\_

Return to School Date:

\_\_\_\_\_

**Reason for Extended Leave:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/we have read and understood the implications of Extended Leave as outlined in the attached documentation.

Parent/Guardian Name:

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date:

\_\_\_\_\_

Class Teacher/s Signature/s

\_\_\_\_\_

Date:

\_\_\_\_\_

Head of Primary School Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_