

**Junior School**  
**Application for 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 requests that a leave of absence (a time period of three or more school days) be granted, a letter and/or email requesting leave along with this signed form must be submitted to the Class Teacher, Team Leader and Head of Junior School.

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 students are absent for an assessment or test, a '0' will be awarded, unless a medical certificate is provided.
- 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 additional 'catch up sessions' or 'extra work' for students taking extended holidays.
- Extended Leave may result in lost opportunities for any student who is involved with other programmes, including but not limited to; Robotics, Teams in Competitions, and Support.



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Thank you for your consideration of this application for:

Student Name: \_\_\_\_\_

Year & Class: \_\_\_\_\_

**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: \_\_\_\_\_

Team Leader Signature \_\_\_\_\_ Date: \_\_\_\_\_

Head of Junior School Signature: \_\_\_\_\_ Date: \_\_\_\_\_