



ST LUKE'S
CATHOLIC PRIMARY

Learn, Love and Serve

APPLICATION FOR STUDENT LEAVE

STUDENT EXTENDED LEAVE

It is understood that no families intend to cause any disruption to their child's learning or school life when extra holidays are planned. The purpose of this letter is to provide some information for families so the school's position can be considered.

It is important that families consider the following issues when arranging holidays to be taken outside of the school holiday times.

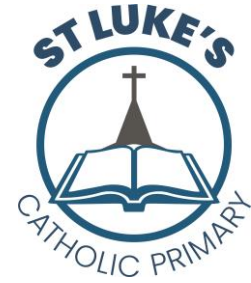
- Students may miss out on important learning programmes that may affect future education. The school cannot accept responsibility for learning that is missed during extended leave taken.
- Teachers are not to be asked to set work while extended leave is taken for holiday purpose.
- If important assessments are missed, then some areas of your child's report may be left incomplete.
- Extended absences cause extra organisational concerns for in-class and
- co-curricular activities including sports days, NAPLAN assessments, assemblies, camps, Sacramental programmes and so forth. Your child's involvement in these activities cannot be guaranteed if essential preparation has not been undertaken or they are absent when activities as planned.
 - Although every effort is made to set a school calendar of events, due to exceptional circumstances, these dates may need to be changed during a school year.
 - Students can find it difficult to learn school routines and develop social groups depending on when extended leave is taken.

Parents need to be aware of the "Attendance" requirements of the School Education Act 1999 (Section 23) for students of compulsory school age. It is important that the Student Extended Leave form be completed and returned to the school office.

Yours sincerely

Kerry Hewitson

PRINCIPAL



CHILD'S NAME	CLASS

PARENT/CAREGIVER NAME	ADDRESS

DESTINATION

REASON FOR ABSENCE

PERIOD OF ABSENCE			
START DATE	/ /	END DATE	/ /

CAREGIVER 1			
NAME		SIGNATURE	DATE: / /

CAREGIVER 2			
NAME		SIGNATURE	DATE: / /

OFFICE USE ONLY

Copy given to class teacher.
 Date: ___ / ___ / ___ Signature: _____