



ST MARY STAR OF THE SEA COLLEGE

PO Box 772, CARNARVON WA 6701

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Email: admin@smssc.wa.edu.au

STUDENT EXTENDED LEAVE ADVICE FORM

(on completion of this form, please email to : admin@smssc.wa.edu.au OR deliver to school Administration)

This form is to be completed by a parent/guardian advising the School of a student absence during term time.

- All absences during term time are unauthorised unless sanctioned by the Principal.** Parents are asked to refer to the School Attendance Policy with regards to penalties that may be incurred.
- In exceptional circumstances, an absence may be authorised by the Principal for any student (e.g. student who is representing the School, state or nation). Documentation must be provided by the relevant governing body.**

<u>Name of Student/s</u>	<u>Year/Homeroom</u>

Reason for Leave: *(if relevant, attach further details or documentation from governing body):*

Dates student/s will be absent from school:

From ____ / ____ / ____ to ____ / ____ / ____ inclusive

Signed (Parent/Guardian) _____ Date: _____

Parent Email: _____

OFFICE USE ONLY – PRINCIPAL COMMENT _____

- 1. The Principal has been notified of the student/s absence during term-time and their parents'/guardians' acceptance of the consequences as per the Student Attendance Policy. Assessment penalties apply.
- 2. The Principal has sanctioned the student/s absence during term time for the purpose of representing the College/state/nation.

School Administration will notify:

Homeroom Teacher: Classroom Teachers: Head of Year: Deputy Principal: Parents/guardians:

Date (all notified): _____