



# ST MARY STAR OF THE SEA CATHOLIC SCHOOL

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## STUDENT EXTENDED LEAVE ADVICE FORM

*(on completion of this form, please email to : [admin@smsc.wa.edu.au](mailto:admin@smsc.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.**

Name of Student/s	Year/Homeroom

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): \_\_\_\_\_