



ST. BRIGID'S
COLLEGE

Application For Extended Leave From Class

Dear Parents 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

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.

http://www.des.wa.gov.au/files/pdf/school_education_act_1999.pdf

Whereby a student and their family requests that a leave of absence (a time period of three or more school days) be granted, a formal application must be submitted to the College Principal at least one month prior to requested departure (except in extenuating circumstances). ***The application form overleaf must be signed by each of your child's teachers, to be attached to the application letter to the College Principal.*** It is expected that your son/daughter completes tasks whilst absent from the College in order to maintain continuity of their studies. Please however, note the following –

- Students will not be able to sit Assessments and Examinations earlier or later than the scheduled completion date. Students and their families are provided with an assessment outline at the commencement of the term/semester, so as to monitor deadlines. This is intended to ensure equity for those students who are present at the College.
- Where students are absent for a scheduled assessment or examination, a '0' will be awarded.
- It is the responsibility of students to ensure that they have maintained their study load whilst absent from regular classes. It is not the responsibility of staff members to provide additional 'catch up sessions' for students taking extended holidays.

Surname _____

First Name _____

Homeroom _____

Year Level _____

Dear Dr Toffoli and St Brigid’s Teachers,

I would like to request an extended leave of absence from classes at St Brigid’s College, between the ___ / ___ / 2013 and ___ / ___ / 2013; as my family and I will be (please indicate reason for request)

I am fully aware of the implications of the requested leave of absence, including that –

- Students will not be able to sit Assessments and Examinations earlier or later than the scheduled completion date. This is intended to ensure equity for those students whom are present at the College.
- If I am absent for a scheduled assessment or examination, a ‘0’ will be awarded.
- It is my responsibility to ensure that I have maintained my study load whilst absent from regular classes. It is not the responsibility of staff members to provide additional ‘catch up sessions’ for students absent for these reasons.
- My final results in each subject may be impacted upon, as a result of this absence.

All of my teachers are aware of my request for a leave of absence (please ask each of your subject teachers to complete the following).

Subject	Number of Lessons Missing	Number of Assessments Missing	Teacher’s Name	Teacher’s Signature

Thank you for your consideration of this application.

_____ / ___ / 2013
Student Name Student Signature

_____ / ___ / 2013
Parent Name Parent Signature

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Signature Year Team Leader _____
Signature Director of Curriculum & Standards _____