



## Application for Junior School Student to be Absent from School during Term Time

Dear Parents

As stated in the *School Education Act 1999*, it is expected that students attend School for each day that it is open for instruction.

Please use this form when, as a student and family, you are requesting a leave of absence of three or more school days. This form should be submitted for approval at least one month prior to a requested departure (except in extenuating circumstances). Please note the following:-

- It is the responsibility of parents to ensure they have informed their daughter's class teacher of the absence. It is not the responsibility of staff members to provide any lesson materials for students taking extended holiday/leave. We recommend girls continue with their reading and keep a journal.
- Missed assessments and absence from the class teaching programme may affect academic progress and may result in a lower than expected final grade

First name \_\_\_\_\_ Surname \_\_\_\_\_

Class \_\_\_\_\_ Class Teacher \_\_\_\_\_

I would like to request an extended leave of absence from classes at Perth College for a total of \_\_\_\_\_ days on the following days and dates:-

Commencing Leave on: Day \_\_\_\_\_ Date \_\_\_\_\_

Returning to School on: Day \_\_\_\_\_ Date \_\_\_\_\_

Please state the reason for this application:-

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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ 'Phone \_\_\_\_\_

**Please attach any supporting documentation regarding the proposed absence (e.g. Letter from your sports club if the absence is for sporting commitment).**

Please now print, sign and submit this form either in person at the Junior School Reception, via email to [Jenny.Dougan@pc.wa.edu.au](mailto:Jenny.Dougan@pc.wa.edu.au) or by mail to Ms Jenny Dougan, Head of Junior School, Perth College, 31 Lawley Crescent, Mount Lawley WA 6050. This form is available on the School website under Contacts or from the Junior School Reception. Thank you.

**A copy of this form with the Head of Junior School's response will be emailed to you for your records.**

This request has been:  Approved  Declined Ms Jenny Dougan: \_\_\_\_\_