

# St Stephen's Catholic College



## REQUEST FOR STUDENT LEAVE

To be completed by parents when requesting absence of leave for a student from school during school term time (including exam times).

All requests for leave must be submitted to the principal well before the required date. Requests received within 24 hours, on the day or after the required date may not be considered.

Student Name: \_\_\_\_\_ Year level: \_\_\_\_\_

Date/s absent: First day of leave \_\_\_\_\_ Last day of leave \_\_\_\_\_

Reason for absence: \_\_\_\_\_

(To ensure that your application is given full consideration please provide all details in full)

Guidelines of extenuating circumstances:

- ☐ Long term student illness for which medical documentation is required
- ☐ Bereavement/immediate family illness/very significant family event for which evidence is required
- ☐ Sporting participation in school based, recognised sports at a District, State, National or International level for which documentation is required
- ☐ Participation in recognised cultural activities at a District, State, National or International level for which documentation is required.
- ☐ Recognised academic activities

Please note:

- Leave of an excessive length (more than 3 consecutive days) may not be considered.
- Leave of an excessive length in Year 11 and 12 will require a meeting with the college.

If leave is being requested around critical teaching and assessment dates, we will be requiring evidence of the required leave to be approved. Parents and Carers may decide to take students out of school at various times. However, if the college approves leave there is an expectation staff do everything in their power to catch up the teaching and learning and this may not always be possible. Assessment conditions must also remain fair and just to ALL students. Please be aware if applying for leave around critical teaching time we will be requiring documentation.

The college has scheduled its academic program so that students in regular and consistent attendance have the potential to meet all requirements of completion of the units of study. The college operates under a very prescriptive set of obligations from the Queensland Curriculum and Assessment Authority in most subjects. **Students who do not complete adequate assessment may be ineligible to be credited with the whole semester unit of study on their reports. In Years 11 and 12, this may mean that the student is not credited for the unit of study for the Queensland Certificate of Education (QCE) and ATAR.** They must complete the mandatory elements of each course. Regardless of the leave being within/not within the guidelines, please be aware that this may have a negative impact on the student's educational outcomes.

Parent/Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this form, you acknowledge that you have read and are aware of the terms and conditions of the leave agreement.

OFFICE USE ONLY

☐ APPROVED ☐ DECLINED PRINCIPAL'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTES:

NO ASSESSMENT MISSED ☐ LETTER SENT TO PARENT/CARER ☐ ENTERED INTO EMINERVA ☐