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.

Please use this form when, as a student and family, you are requesting a leave of absence of 3 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 students to ensure they have informed their class teachers and maintained their study load whilst absent. It is not the responsibility of staff members to provide any lesson materials for students taking extended holiday/leave.
- Missed assessments and absences from class may affect academic progress, may result in a lower than expected final grade or a student could be deemed to have not completed the course in the case of Years 11 & 12.
- Students may not be able to sit assessments and/or examinations earlier or later than the scheduled completion date.
- Where students are absent for a scheduled assessment or examination, a ‘0’ may be awarded for that assessment.
- Repeated absences, particularly from important School events such as St Michael’s Day or Presentation Night, will impact on a student’s eligibility to stand for selection as a student official or participation in a School tour.

First name ___________________ Surname __________________________

Form ________ Form Teacher __________________________ Year Co-Ordinator __________________________

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:-

First Day of Absence: _______ Date _______ Returning to School on: Day _______ Date __________

As I/ my family will be (please indicate reason for request)
___________________________________________________________________________________________________

As a student, I will make all of my teachers aware of my absence, should it be granted.

Student Signature __________________________ Date __________

Parent Signature __________________________ Date __________

Email Contact __________________________ Phone No. __________________________

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 Hub, via email to principalpa@pc.wa.edu.au or by mail to The Principal, Perth College, 31 Lawley Crescent, Mount Lawley WA 6050. This form is available from the Hub or on the School website under Contacts.

A copy of this form with the Principal’s response will be emailed to you for your records. Thank you.

This request has been: ☐ Approved ☐ Declined Mrs Jenny Ethell: __________________________