

① Please complete the form to advise the school of the dates and reason for long term student absence (longer than 4 days). Teaching staff will provide school work where appropriate. You will be notified regarding the Long Term Absence Form outcome.

Student	Grade	Pastoral Care / Roll Call Teacher

First Day of Leave	Last Day of Leave	Number of School Days Absent

Reason for seeking Long Term Absence approval (please tick and provide an explanation in the space provided)

Illness
 Extended Travel (please state country)
 Family Reasons
 Other, please specify

Parent / Carer Signature(s)

Signature:	Date:
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Year / Form Coordinator

Signature:	Date:
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Principal (or Principal's Authorised Delegate)

Conditions applicable to providing the period of extended leave:

Mr Darren Dick	Signature:	Date:
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Student Services Next Steps
Entered Absence in Edumate (pdf attached to history)
Long Term Absence Notification generated to staff (HOS, Form Coord)
Long Term Absence Approval emailed to Carer / Student