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.


Whereby a student and their family requests that a leave of absence (a _time period of three or more school days_) be granted, 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.
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 ___ / ___ / 2015 and ___ / ___ / 2015; 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).

<table>
<thead>
<tr>
<th>Subject</th>
<th>Number of Lessons Missing</th>
<th>Number of Assessments Missing</th>
<th>Teacher’s Name</th>
<th>Teacher’s Signature</th>
<th>Comment (Where Applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Thank you for your consideration of this application.

_________________________          __________________________  ___ / ___ / 2015
Student Name                                       Student Signature

_________________________          __________________________  ___ / ___ / 2015
Parent Name                                       Parent Signature

Signature Year Team Leader __________________________________________________________________
Signature Deputy Principal __________________________________________________________________