



Exemption from Attendance at School

It is well known that student progress is enhanced in a stable, challenging and continuous learning environment. Consequently, interruptions to class time should be avoided wherever possible. The College also acknowledges that in special family circumstances a short-term leave arrangement may contribute to the welfare of the student / family. When circumstances necessitate an absence from the College for no more than 10 days, parents are required to make an application to the Principal using this form. If exemption from attendance is supported, students are responsible for negotiating the completion of an assessment task with their teacher and KLA Leader, should it fall within the leave period. Under the NSW Education Reform Act 1990, the College can grant up to 10 days of student absences in a school year at the Principal's discretion. In principle the College does not support families taking leave within the school term. Leave in excess of 10 days will be considered by the Catholic Schools Office, through the College, for approval. As a general rule, approval will not be granted for family holidays scheduled outside of gazetted school vacation periods.

Student's name:		Year:	
Date of application: / /	PC group:	
Period of attendance exemption: / / to / /	PC teacher:	
Number of school days:	If the number of days is greater than 10 days, the College will provide you with additional mandatory documentation to be completed.		
Reason for exemption of attendance:			
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.....			
Examinations / assessment tasks due in this period (refer to College assessment handbooks)			
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.....			

I acknowledge that my son is responsible for negotiating an alternative arrangement, or if the exemption from attendance is not supported, teachers will apply the assessment regulations consistent with the assessment handbooks. Tasks due in the leave period should be submitted prior to the leave of absence. Failure to make arrangements prior to the leave will incur the penalties outlined in the assessment handbook for the non-submission of an assessment task or failure to sit an examination.

Email address:		Phone number:	
Parent / caregiver signature:		Date: / /

Office Use

Year Coordinator comments:

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Principal Approval:

Reason for leave:	<input type="checkbox"/> Misadventure / unforeseen event	<input type="checkbox"/> Participate in a non-school special event	<input type="checkbox"/> Domestic necessity
	<input type="checkbox"/> Attendance at funeral	<input type="checkbox"/> Attendance at recognised religious festival or ceremonial occasion	
Decision:	<input type="checkbox"/> Approved (parent has provided an explanation that has been accepted by the Principal) Code L <input type="checkbox"/> Not Approved (parent has provided an explanation that has NOT been accepted by the Principal) Code A		

Principal's Signature: Date: / /