

STUDENTS TAKING IN-TERM HOLIDAYS

Attendance has been a major focus of the Department of Education for many years as all research shows that regular attendance is necessary to improve student learning.

Please complete the following if you are going on a holiday.

Student Names:

Form:

Holiday Dates: _____

Return to School: _____

Reason:

I have been made aware that although the school has noted this leave request, as per Department of Education policy the Principal cannot approve holiday leave during term time. Absence due to holidays will be recorded as an Unauthorised Vacation.

Parent Name

Signature

Date

Principal

Date