

NOTICE OF EXTENDED LEAVE – HOLIDAY AND TRAVEL (Year 11 & 12)



We kindly ask that this Notice of Extended Leave be submitted as early as possible to help us support your child's learning during their absence.

IMPORTANT INFORMATION FOR FAMILIES

At Kolbe Catholic College, we understand that family travel during the school term sometimes becomes necessary. However, we encourage families to carefully consider the impact of extended leave, especially for students in Years 11 and 12, as it can affect learning and assessment opportunities.

While we appreciate being informed of your child's absence, we are unable to formally approve leave taken for holidays during term time under current guidelines. Missed assessments may result in a score of zero and an N (Not Satisfactory) grade, which could affect attendance records, study scores, ATAR, or eligibility for senior certification.

Teachers aren't expected to provide alternative or pre-arranged work, but students are encouraged to stay up to date using the Student Learning Platform. Where possible, we recommend speaking with teachers ahead of time about assessment dates or options for early submission.

If your travel plans are due to unforeseen circumstances, please contact your Year Level Leader to discuss available support.

Thank you for working with us to support your child's learning.

STUDENT DETAILS

STUDENT NAME:

STUDENT ADDRESS:

LEAVE DETAILS

FIRST DAY OF ABSENCE: ____/____/____

DATE RETURNING TO SCHOOL: ____/____/____

REASON FOR LEAVE:

PARENT DETAILS

LAST NAME:

FIRST NAME:

ADDRESS:

PHONE NUMBER:

RELATIONSHIP TO STUDENT:

I _____ acknowledge that the leave will not be approved by the school and that this may impact attendance and academic results of my child.

SIGNATURE:

DATE: