

# NOTICE OF EXTENDED LEAVE – HOLIDAY AND TRAVEL (Years 7–10)



**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

We understand that family travel during the school term may sometimes be necessary. However, extended absences can affect your child's learning, particularly when key content and assessments are missed.

While we appreciate families keeping the College informed, we are unable to formally approve leave for holidays during school time. Teachers are not expected to provide alternative or pre-planned work, but students are encouraged to access lesson materials through the Student Learning Platform and keep up with classwork as best they can.

Students will be expected to complete any missed assignments or assessments upon their return. Please note that if required work is not submitted, an 'Ungraded' (UG) result may be recorded for that task or unit.

If your travel plans are due to unexpected or urgent circumstances, please contact your Year Level Leader to discuss the available options.

Thank you for your support in helping your child stay engaged with their learning.

## STUDENT DETAILS

STUDENT NAME:

PC GROUP:

YEAR:

STUDENT NAME:

PC GROUP:

YEAR:

STUDENT NAME:

PC GROUP:

YEAR:

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: