



MATER MARIA CATHOLIC COLLEGE  
COMMUNITY • FORMATION • SUCCESS

## APPLICATION FOR STUDENT LEAVE

Where pressing circumstances necessitate leave from the College, parents are required to make a formal application to the Principal for leave using this form. Under the NSW Education Reform Act 1990 and the ACARA National Standards for Data Reporting, the College can grant up to ten days of student absences in a school year at the Principal's discretion. In keeping with the National Standards, holidays taken by students outside of the vacation periods will be **included** as absences. **Any leave beyond 10 days must be considered by the Catholic Schools Office (through the College) for approval. This is to be submitted on a separate form obtainable from Student Services. Please email studentservices@dbb.catholic.edu.au and the form will be emailed.**

**If leave is supported, students are required to meet the requirements for submission of any assessment tasks, as outlined below.**

Date of Application: .....

Student's Name: ..... Year: ..... Age: .....

Period of student leave ...../...../..... to ...../...../..... Number of School Days: .....

Reason for leave:

.....  
.....  
.....

Examinations / assessment tasks /work placement due in this period (refer Edumate Parent Portal - Assessment Calendar or assessment manual)

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.....

We acknowledge that our child is responsible to ensure that any hand-in assessment tasks that are due during the period of absence are submitted prior to the absence. We also acknowledge that for any in-class assessment tasks that are due during the period of absence, a zero mark will apply unless the absence is due to illness or misadventure. Illness is to be verified with a Medical Certificate. Misadventure is defined as a sudden and unforeseen event that precludes attendance at school. If a student is absent due to illness or misadventure, then they are required to submit an Illness/Misadventure form to the relevant KLA coordinator.

Parent Signature ..... Date .....

Telephone Mobile ..... Email .....

### Office Use

- Approved (parent has provided an explanation of the student's absence which has been accepted by the Principal) Code L  
 Not Approved (parent has provided an explanation of the student's absence which has NOT been accepted by the Principal) Code A

Reason for leave

- Misadventure/Unforeseen Event  Participation in non-school Special Event  
 Domestic Necessity such as serious illness of immediate family member  Attendance at Funeral recognised  
 Religious Festival or Ceremonial Occasion

Principal's signature (or authorised delegate) ..... Date .....