



LEAVE REQUEST FOR IN-TERM VACATION

The School Education Act 1999 states that parents/caregivers need to obtain permission from the Principal for their child/children to have extended leave of absence for any reason such as in-term holiday or vacation.

VACATIONS TAKEN DURING THE SCHOOL TERM ARE RECORDED AS AN UNAUTHORISED ABSENCE UNLESS OTHERWISE APPROVED BY THE PRINCIPAL.

I wish to advise Mount Lawley Primary School that my child/children will be on in-term leave/vacation as follows:

Student 1 Name: Year Level: Room :

Student 2 Name: Year Level: Room :

Student 3 Name: Year Level: Room :

Leave Commencement Date: Return To School Date:

Reason For Leave:

PARENT / GUARDIAN DECLARATION

I confirm that I have read, understood, and agree to the vacation procedure regarding unauthorised vacation absences explained on the back page of this form. I am aware requests for leave can only be granted in exceptional circumstances by the Principal.

I have notified in writing (where applicable) my child/ren's: IMSS Teacher Therapist Tutor

Parent / Guardian Name: Date:

Parent / Guardian Signature:

OFFICE USE ONLY

Principal Name: Date:

Principal Signature: Code: