



Application for planned leave of absence during term

Hand to teacher at least one week before absence

Name:

Class and Mentor/Class teacher:

Period of absence:

Reason for absence:

Parent/Guardian signature and email:

Parents are encouraged not to take their children out of school during term.

If this is unavoidable, it is the responsibility of the student and parent to make sure they catch up on any work missed. Special work will not be provided by the teachers.

For absence 1-2 days, permission is necessary by mentor/class teacher.

For absence more than 2 days, permission by principal is needed.

Mentor/class teacher/principal signature and date:

Approved

Not approved

Comment by principal: