



Notification of an Extended Absence from School

*This form should be completed at least **three weeks in advance** of the scheduled leave date and returned to the House.*

(Extended absence is classified as 5 or more school days)

Taking extended absence from school:

- Extended absences from school can have a very serious negative effect on student learning.
- Extended absences have a particularly serious impact on the educational progress in the senior years of schooling and become critical in VCE, as there are specific VCAA requirement for attendance.
- Details in regards to absences from school and school attendance are outlined in the **Education and Training Reform Act 2006**.
- Of course, some extended absences are unavoidable such as illness or a serious family situation.
- Families should consider the impact of long-term absences that are within their control, such as overseas travel.

By completing the form below, you understand that:

- Teachers are not compelled to provide work for students to complete while absent.
- Your child may be required to complete catchup work upon return in order to demonstrate a standard, outcome or gain foundation understanding.
- Reports may reflect that your child has not demonstrated particular standards or outcomes.
- Extended absences may put a students' ability to successfully complete a year level at risk.
- For senior years, days absent may contribute towards a non-satisfactory result in an outcome.

Name of student: _____

Home group: _____

Period of absence:

Start date (date when student is first absent from school)

Return date (date of when student will return to school)

Reason for absence:

Parent signature: _____

Date: _____

SCHOOL USE ONLY

Form received _____ (date)

House Leader _____

Principal: _____

**Once signed the form is to be kept in the student's file and subject teachers emailed to inform of absence.*

Date of subject teacher notification _____ by _____