

Extended Leave of Absence

To be completed before absence



Regular school attendance is important for your child's education. Children who miss school frequently can fall behind in their learning and this may affect their results. In accordance with the [Education and Training Reform Act 2006 \(Vic\)](#), schooling is compulsory for children and young people aged from 6 to 17 years unless an exemption has been granted.

Parents/carers must enrol a child of compulsory school age at a registered school and ensure the child attends school at all times when the school is open for instruction.

Please read the following terms and conditions applicable to extended absences from Al Siraat College. This extended leave of absence form **does not apply to VCE students** as they fall under the VCAA rules. Please consult the VCE coordinator for further details.

TERMS AND CONDITIONS

1. Leave of absence will not be granted during the school term except for extenuating circumstances e.g. medical (Supporting documents may be required).
2. **Permission cannot be granted for more than one term.** If more than one term is required, the student must withdraw from the College.
3. This form needs to be completed in full before the relevant Head of Years approves any leave.
4. All College fees must be paid on time, including the absence period from the College.
5. The student will be required to continue to submit work through the online platforms whilst away, or alternatively, catch up on any outstanding work when they return.
6. Teachers are not required to provide work to students whose leave is unapproved.
7. Assessments will not be brought forward for completion before the absence from school. If assessments are missed during the time of absence then a mark of zero will be issued.

I understand and agree with all of the given terms and conditions

Name of Student: _____ Year Level & Class: _____

Date form completed: ___/___/___ Period of absence: ___/___/___ to ___/___/___

School fees up to date (please circle): YES/NO

Reason for extended leave of absence: _____

Name of Parent: _____ Signature: _____

Approved Not approved

Head of Years: _____ Signature: _____