



## Years K-12 Application for Extended Leave

Attendance is an important contributor to a student’s academic achievement and social connections with teachers and peers. Every school day is important. An in-class experience offers a more enriching learning journey for your child. We understand that there are some unplanned occasions or emergencies that may lead to a student needing to be absent from school.

Extended Leave must be approved by the Principal prior to taking that leave. Families are requested to Holiday or travel during school vacation time only. Certificates of Exemption no longer apply to family holidays/travel taken during school term time. Instead, if “in-term holidays” are unavoidable, parents should apply for Leave on this form providing as much detail as possible.

Any formal assessment tasks that are due during the period of absence, must be submitted before or on the due date (for digital submissions). The usual penalties will apply for failure to submit work on the due date. If the Extended Leave is taken within an examination period, a 0 mark may be awarded for that examination.

So that teachers can focus on the learning of the students in their care and planning engaging and challenging lessons for students, all grades (Kindergarten –Year 12) may not be able to provide work for students who take extended leave.

### REASONS FOR EXTENDED LEAVE

Extended Leave may be granted if the principal considers it is in the student’s best interest for:

- Due to a serious illness of an immediate family member
- Attendance at funerals and bereavement - compassionate leave
- Participation in special events not related to the school

### STUDENT DETAILS

Please complete the table below with details of all students associated with the period of travel:

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE

**Student Address:** \_\_\_\_\_

**School Name:** Hills Adventist College      **Ph:** 02 9851 5100

**Dates of Extended Leave applied from:** \_\_\_\_\_ to \_\_\_\_\_

**Total number of school days:** \_\_\_\_\_



## PARENT DETAILS

Family Name:	Given Name:
Address:	
Suburb:	Post Code:
Relationship to Student:	
Mobile:	Home:

## REASON FOR LEAVE

Please tick a reason:

<input type="checkbox"/>	<p><b>Compassionate Leave, please explain</b> _____</p> <p>Please note If Extended Leave is requested for <i>compassionate reasons</i>, this will need to be explained and approved by the principal.</p> <p><i>For year K- 6 students only:</i></p> <ul style="list-style-type: none"><li>• Please contact your child's classroom teacher to advise of leave dates and know that there may be no provided school work while on leave, unless this leave is of specific compassionate circumstances.</li></ul> <p><i>For Year 7-12 Students only:</i></p> <ul style="list-style-type: none"><li>• The student and/or parent/guardian for year 7-12 students must also make contact with the Director of Teaching and Learning, Mrs Susie Coyle (Susie.coyle@hills.adventist.edu.au) to discuss appropriate accommodations for formal assessments and examinations due to compassionate grounds.</li></ul>
<input type="checkbox"/>	<p><b>Other; state reason:</b></p> <p>_____</p>



## PARENT/GUARDIAN ACKNOWLEDGMENT

As the parent and applicant, I hereby apply for *extended leave*.

I understand that if the application is accepted:

- I am responsible for his/her supervision during the period of extended leave
- The provided period of extended leave is limited to the period indicated
- The provided period of extended leave is subject to the conditions listed on the *Extended Leave*
- The period of extended leave will count towards my child/ren's absences from school
- Once leave has been approved, you and your child, are responsible for advising your child's subject teachers of leave. All teachers are contactable via DM on SEQTA or via their respective email addresses.

### ***For year K-6 students only:***

I understand that my child/ren's classroom teacher will not be able to provide school work while we are away on extended leave (unless this leave is for specific compassionate) circumstances.

### ***For year 7 – 12 Students only:***

I acknowledge that my child/ren is responsible to ensure that he/she fulfills the outcomes of the subjects that will be covered while he/she is away. This includes checking SEQTA and completing work that has been set by the teacher. I understand there may be additional work for my child/ren to complete upon their return to school. All assessments are required to be handed in on the due dates or usual penalties will apply.

I declare the information provided in this application is, to the best of my knowledge and belief, accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as result of this application may be reversed. I further recognise that failure to comply with any condition set out in the *Application for Extended Leave* may result in the provided period of extended leave being cancelled.

Signature of parent/s: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## TO BE COMPLETED BY THE PRINCIPAL

Granted	<input type="checkbox"/>	Complete Form (Certificate of Extended Leave)	
		Missed assessment tasks will be undertaken prior to leave on or before due date	<input type="checkbox"/>
		An estimate will be given for missed exams (compassionate leave only)	<input type="checkbox"/>
		A Zero may be given for missed assessment tasks or exams	<input type="checkbox"/>
Declined	<input type="checkbox"/>		
Principal's Signature:			Date:

**Note:** This form will be returned signed by the principal and you will be notified of the principal's decision of the leave application by return email.

**Please return your completed form by email – [attendance@hills.adventist.edu.au](mailto:attendance@hills.adventist.edu.au)  
Or provide a hard copy to reception at either campus.**