

SPRING HILL PRIMARY SCHOOL **IN-TERM VACATION REQUEST**



Leave of absence will only be granted in exceptional circumstances

The **School Education Act 1999** states that parents 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.

Please read the letter on the reverse side of this form, and then complete the details in the sections headed Student Information and Parent Authorisation and return to the Administration in advance.

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

STUDENT INFORMATION

STUDENT'S NAME 1:

YEAR LEVEL:

ROOM NO:

STUDENT'S NAME 2:

YEAR LEVEL:

ROOM NO:

STUDENT'S NAME 3:

YEAR LEVEL:

ROOM NO:

STUDENT'S NAME 4:

YEAR LEVEL:

ROOM NO:

DURATION OF LEAVE

Holiday Dates: from ____/____/201

Return to school: on ____/____/201

REASON FOR IN-TERM HOLIDAY: _____

HOLIDAYS TAKEN DURING THE SCHOOL TERM ARE RECORDED AS AN UNAUTHORISED ABSENCE.

PARENT AUTHORISATION

Declaration

I confirm that I have read, understand and agree to the vacation procedure regarding unauthorised vacation absences. I am aware requests for leave can only be granted in exceptional circumstances, and a holiday would not be considered exceptional.

Parent / Guardian's Name: _____ **Date:** ____/____/201

Parent / Guardian's Signature: _____ **Telephone:** _____

OFFICE USE ONLY

☐ Entered in Integris

Customer Support Officer: _____

Date: ____/____/201



Dear **Parent / Guardian**,

Thank you for notifying the school that you plan to take your child/ children out of class for an in-term family vacation.

Research recently undertaken by the Telethon Institute for Child Health Research, *Student Attendance and Educational Outcomes: **Every Day Counts***, has found a clear link between student absence and achievement in school. Each day a child is absent from school has a direct impact on their educational outcomes.

The Director General highlighted student engagement and attendance as priorities in *Focus 2014 Directions for schools*. Establishing and maintaining a positive attendance career for all students ensures success in their future study and career pathways. When a student misses one school day per fortnight they will, by Year 9, have missed one entire year of school.

Consequently, your request to your child / children's out of school for an in-term family holiday will not be approved and the absence will be recorded as an Unauthorised Vacation.

Yours sincerely,

S. Routledge

Mr Steve Routledge
PRINCIPAL